

DESIGN AND EVALUATION OF AN  
INTERNET-BASED TRAVEL  
AUTHORIZATION  
SYSTEM

By

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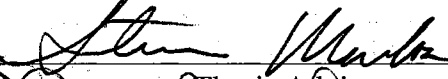
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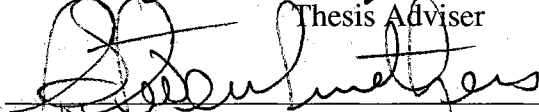
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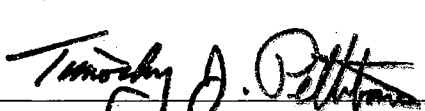
  
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## **CHAPTER I**

### **INTRODUCTION**

#### **Background**

Over the past decade, the Internet has evolved from a fledgling information medium, to a robust information resource and virtual shopping mall. E-commerce has become the norm as more and more people transact business online. However, there is still a certain amount of untapped potential to use the Internet both in business and education for information resource management. The processing potential of this network of interconnected makes it possible to go beyond simple communications to the processing of complex transactions.

Use of the Internet to facilitate business processes has centered on one of two key concepts: communications and transactions. The unique attributes of the network business model are speed and the ability to cross geographical boundaries. The Internet is based on networked computing which in turn is based on increasingly powerful processors allowing the possibility of more complex, communication, transactions and processes. While both the Internet and the telephone, for example, can both be used for

business transactions, the computers that make up the Internet have the added ability to process information rather than acting solely as a medium or relay.

Access to legacy data over the Internet is certainly not revolutionary in the corporate world. However, certain core processes can be retooled to take advantage of the remote and instantaneous nature of the Internet. Manual information processing is prone to inefficiency, inconsistency and user interpretation leading to error and processing delay (Accelio Corporation, 2001, p. 8).

### **Statement of the Problem**

The National Aeronautical and Space Administration's (NASA) Aerospace Education Services Program (AESP) is a nation-wide program based out of Oklahoma State University (OSU). AESP specialists are required to travel all over the country in the performance of their duties, and have been called upon to travel to remote locations such as the Alaskan wilderness or Guam. Travel costs are a significant portion of the AESP budget. OSU also concurrently administers the NASA Teaching From Space Program (TFSP).

Travel requests by the employees of the Aerospace Education Services Program and Teaching From Space Program require the signatures of as many as five different persons before being submitted to the Education Research Foundation (ERF). These people tend to be located in diverse places. Typically, the applicant is already on a travel assignment and could be literally anywhere within their assigned region. A Center Precollege Officer (CPO) typically has to approve the trip and is usually at one of the

NASA field centers. Afterwards, the request is reviewed at Oklahoma State University and if approved, is sent to NASA Headquarters in Washington, DC for final approval.

For years, these requests were processed on paper forms and much time was spent waiting for the paperwork to arrive in the mail from one location or another. At times this resulted in awkward situations when the paperwork could not be processed before the scheduled trip. These delays also have proven costly when flights could not be booked early enough to qualify for discounted rates.

Requests for travel must be routed differently for different groups of people. Center-based AESP and TFSP Specialists and Administrative Assistants must have their requests approved first by the CPO then the AESP Director, either the Assistant or Associate Director (hereinafter referred to as the A. Director) and finally the Contracting Officer's Technical Representative (COTR). Specialists assigned to the AESP Urban and Rural Community Enrichment Program (URCEP) team must have their requests approved first by the team lead rather than a CPO. Other employees assigned to the OSU Washington DC must have their requests approved by the OSU DC Office Manager rather than a CPO. And finally, employees assigned to the OSU campus do not need CPO or COTR approval for travel.

Can an Internet-based electronic system be designed as an improvement over the paper system?

### **Purpose**

Phase one of this study was to develop an Internet-based automated system for processing travel requests for AESP and TFSP. This system relies on complex web forms

processing, an email-based notification system, electronic signatures and software timers all built around a FileMaker Pro database on a central server.

Phase two was an evaluation of the automated system. A comparison was made to determine the differences in processing time between the paper and electronic requests.

### **Research Questions**

This study was designed to examine the following research questions:

1. Can a system be built utilizing information processing to facilitate the need of AESP/TFSP for efficient handling of employee travel requests?
2. Will employees submit requests for travel further in advance using an electronic request processing system over the existing paper system?
3. Will travel requests be processed faster using an electronic request processing system over the existing paper system?
4. Will travel requests be completed further in advance of the travel date using an electronic request processing system over the existing paper system?
5. Will the use of an electronic request processing system lead to more timely travel requests over the existing paper system?
6. Will the use of an electronic request processing system lead to fewer backdated travel requests over the existing paper system?

### **Methodology**

The various stakeholders were identified and a needs analysis was conducted. Next, a preliminary version of the electronic form was drafted based on the needs of the

various stakeholders. Once the various elements were established, the actual programming was done. As various parts of the system were completed, the system was tested for errors. The programming phase concluded with beta testing.

Once the beta tests were complete, the system was brought online. Initially, the paper system continued to be used to shadow the electronic system, and eventually was discontinued.

The electronic system was evaluated to determine whether or not it is in fact an improvement over the old paper system. Existing historical data from the existing paper system was compared with data generated by the electronic system. Statistical analysis was used when considering each of the specific evaluation questions. The various phases of the development and evaluation will be discussed in further detail in Chapter 3.

### **Significance**

Most directly, successful implementation of this system should result in savings of both time and money for the both NASA AESP and TFSP. Additionally, it will demonstrate the technology available, specifically, that a system of this nature can be designed and implemented inexpensively using off-the-shelf software with a creative implementation.

### **Limitations**

The electronic system designed for this project is capable of collecting more detailed information than what is collected using the paper system. There are a number

of potential inaccuracies and omissions inherent to the paper system. There may be data omitted on the paper forms as well as inaccuracies due to human error.

The paper records only include travel requests that received final approval and the trip took place. The electronic system will be able to generate data about requests that were disapproved as well as those where the trip was cancelled or rescheduled.

### **Organization**

Chapter II: Literature Review - This chapter examines some additional background and previous related research.

Chapter III: Methodology - This chapter explains the methods used to conduct this study along with the statistical methods employed to analyze the data.

Chapter IV: Findings – This chapter explains what the system actually does and how it works and details the findings for each of the evaluation questions.

Chapter V: Conclusions and Recommendations - The final chapter consists of an interpretation of the data, some recommendations and raises some additional questions for future study.



## **CHAPTER II**

### **LITERATURE REVIEW**

#### **Introduction**

The purpose of this study is to design and evaluate an Internet-based information processing system to streamline the internal process of booking travel for the NASA Aerospace Education Services Program (AESP) and Teaching From Space Program (TFSP). This review includes a brief discussion of the travel needs of AESP and TFSP.

This type of system may have broader application in the corporate environment, in theory reducing both processing time and overhead for corporate bookings. This review also includes discussion of two primary aspects of the proposal. First is a discussion of current cost-cutting trends in corporate travel, including the use of discount airlines and Internet-based booking. Following is a look at the evolution of the Internet as a mainstream application. It includes discussion of the Internet as a communications medium through the use of email and the World Wide Web. A discussion of electronic commerce and the recent transition to complex online transactions is also included, citing both corporate and government examples.

## **Travel Needs of AESP and TFSP**

NASA's Aerospace Education Services Program (AESP) is a nation-wide program based out of Oklahoma State University (OSU). AESP specialists are required to travel nation-wide. Travel costs are a significant portion of the AESP budget. OSU also concurrently administers the NASA Teaching From Space Program (TFSP). TFSP employees are called upon to travel in support of NASA's education payloads on board the space shuttle or International Space Station.

Travel requests by AESP or TFSP employees require as many as five different signatures before tickets can be booked. The people involved in the process tend to be geographically dispersed. An AESP specialist, for example, can be in travel status for as many as 30 weeks per year. A specialist's request for airline travel requires the approval of the Center Precollege Officer assigned to the corresponding NASA field center. Afterwards, the request is reviewed at Oklahoma State University; and if approved, it is sent to NASA Headquarters in Washington, DC for final approval.

This process can be time consuming because of the distances between the various persons who must interact with each request. Processing delays can be costly since airfares tend to increase closer to the actual travel date.

## **Cutting Costs in Corporate Travel**

A current trend in the corporate world is to cut travel costs. The 2002 U.S. Business Travel Survey (BTS) reported that participants reduced domestic air travel expenditures by 16.5% in 2001 and that 60% are implementing further cuts in 2002

(Business Travel Coalition, 2002). While these cuts are due largely to current economic conditions, the survey cited an additional motivating factor for the most recent cuts:

Also at play in the background at many corporations is the “Enron Effect.” In anticipation of generally tougher audits, many CFOs are sending out the message that there will be zero tolerance for sloppy or “creative” bookkeeping. As a consequence, this is expected to result in higher reported expenses. In response, management is increasing pressure on business unit leaders to cut costs. Travel is the first target for many managers (Business Travel Coalition, 2002, ¶ 8).

An alternate survey conducted by the Association of Corporate Travel Executives (ACTE); Business Week, and GetThere - a wholly-owned subsidiary of Sabre, concluded that travel spending was on the rise despite reporting that only 28 percent of respondents indicated plans to spend more. The same survey indicated that 64 percent of travel executives said that when reducing overall corporate budgets, travel spending is one of the first line items to be cut (Bilodeau, 2002).

Five strategies were identified in the BTS for reducing travel costs. Some companies are eliminating selected trips altogether. Some business travelers are choosing ground transportation for trips under 500 miles. Companies are opting to increase use of technology-driven solutions such as videoconferencing in lieu of travel. Others are opting to make better use of existing corporate aircraft. Lastly, companies are actively seeking less expensive airfares (Business Travel Coalition, 2002).

One way in which these cuts are being manifested is in the corporate acceptance of discount airlines. Over 68 percent of BTS participants said they planned to increase

usage of discount airlines in 2002. The responses suggest that these airlines are gaining business clients by providing lower fares, newer aircraft, better business-class accommodations, and better reliability. Additionally, discount airlines tend to use secondary airports, which are perceived by travelers to pose less of a security hassle. Fifty-nine percent of survey participants reported that their companies now actively seek flights to alternate airports (Business Travel Coalition, 2002).

It comes as no surprise that domestic travel on the largest airlines is currently declining while traffic on discount airlines is increasing (Trottman & McCartney, 2002). So far in 2002, 70% of all orders for new commercial jets have originated from discount airlines (Fiorino, 2002).

Other ways travel savings are generated include coach seating, non-refundable tickets and “shopping for tickets on the internet.” Business use of non-refundable tickets, which typically cost one-fourth as much as unrestricted fares (Trottman & McCartney, 2002), has increased by 13 percent over the last two years. In January and February of 2002, 57 percent of all tickets purchased were non-refundable (Business Travel Coalition, 2002).

According to the GetThere survey, 76 percent of those who use online travel sites for bookings say that they help save money. These findings are downplayed within the travel industry, which characterizes online searches as time consuming “Internet bottom-feeding” and the cheaper itineraries as “inflexible” routes with multiple stops on “unfamiliar” airlines. One travel agent is quoted as saying, “my customers generally won't use... (Internet travel-booking sites). They find they don't have the flexibility or the time to spend browsing.” (Sharkey, 2002, June 11) They contend that the business

travelers' time is worth more than the money saved by shopping around themselves online.

*Consumer Reports Travel Letter* attracted a great deal of attention with its June 2002 cover article comparing online travel-booking sites. The authors concluded that no one site preformed well above the others. For the best possible deal, the consumer would have to shop around. The three most popular sites, Expedia, Travelocity and Orbitz, tended to perform better in delivering the lowest fares (Consumers Union, 2002).

Donald Carty, CEO of AMR and American Airlines noted that more business travelers are willing to put up with "great inconvenience" in exchange for lower fares (Trottman & McCartney, 2002). Some companies are even making it policy that employees do their own online bookings for discounted fares and question an employee's decision to choose a higher fare (Sharkey, 2002, February 6).

United Airlines president Rono Dutta recently conceded that there is a corporate revolt over fares. Specifically, corporations are showing "signs of fatigue" over an "unfair" structure in which high business fares subsidize cheap leisure fares (Sharkey, 2002, April 9). In December of 2001, the average discount fare was \$106 compared to \$580 for an average business class fare. According to insiders "airlines can fly full planes and still lose money" (Arndt, Pascual, Zellner, and Forster, 2002).

Philadelphia Inquirer business writer Tom Beldon (2002) summed it up this way:

What travelers don't like is the market power that some carriers have at their hubs. That power leads to business travelers' sometimes paying five to 10 times as much for a coach seat as the vacationer sitting next to them. And it turns some big airlines into bullies, using extra flights, frequent-

flier program incentives, and bonus payments to travel agents, to try to drive small, low-fare competitors out of the hub. (¶ 8)

There are indications that these changes in corporate travel patterns may be long-term or even permanent. The BTC found that 74% of survey participants intended to make permanent travel reductions (Business Travel Coalition, 2002). Budget carrier AirTran Airways picked up 500 new corporate accounts from November 2001 to April 2002. AirTran CEO John P. Tague says, “I think the purchasing habits of corporations have changed forever” (Arndt et al., 2002, ¶ 9).

It has been suggested that the airlines’ responses to these changes may actually exacerbate the situation. One BTC survey participant made the following relevant comment:

Yes, airlines have made changes to make-up for lost revenue... removal of guaranteed name change waivers for non-refundable tickets; implementation of expiration dates on non-refundable tickets; shifts to exacting market share performance goals; increased focus on removing rebate incentives from agreements; removal of corporate discounts on lower airfare categories; increased focus on micro-managing specific O/D market shares; reduction in overall support / services, e.g. special service / executive desks, airport airline clubs, ticket offices; replacing mainline jet service with regional jet service; removed and diminished in-flight service; etc. (Business Travel Coalition, 2002, ¶ 32).

## Early Uses of the Internet

During the 1990's, there was an explosive growth in the number of Internet users. The earliest applications of the Internet by the public-at-large were for communication. This included both one-to-one communication via email as well as one-to-many dissemination of information through the World Wide Web.

While, electronic mail features were available on the original ARPANET, only a select few had access to email prior to the mid-1990's. Some corporations used LAN-based (local area network) electronic mail while a few individuals had access to email through BBS's or subscription-based services such as CompuServe or Prodigy (Rheingold, 1993).

In 1995, LAN-based email transitioned to Internet-based email systems as mail software manufacturers rolled out new versions of their products to take advantage of increased Internet connectivity (Davis, 1995, October 2). The new products used Simple Mail Transfer Protocol (SMTP) and were marketed toward large corporations. Initial offerings by Sprint and AT&T for example, were among the first programs to include native support for SMTP without requiring special Internet gateways (Davis, 1995, November 27).

At about the same time, early web browser applications were gaining acceptance into the mainstream as both personal and business users sought access to the fledgling World Wide Web. According to a Dun and Bradstreet survey (as cited in Bottoms, 1995) only 132 of the top 1000 corporations were online in 1995 – a 70% increase over the prior year.

Early attempts to create business web sites were often little more than “corporate status symbols” providing interactive advertising rather than content the consumers actually wanted (Maney, 1995, June 20, p. E5). Consumers who did visit these sites, were often looking for information in preparation for a purchase decision. The actual purchase, however, was still made offline (Emery, 1995).

An October 1994 survey (as cited in Emery, 1995) reported that types of products most commonly researched by consumers were software, books, and computer hardware. The report recommended that the costs of a corporate web presence were justified best by those businesses that either specialized in those products listed, or appealed to the primary demographic group of web users. The report also suggested that companies could save money by using email to disseminate information to clients and their sales force, thus cutting phone and fax costs.

One firm, Zona Research, concluded in 1995 that the “prospects for commercial consumer use of the Internet are vastly overstated.” The company predicted that the Internet would primarily be used within corporate enterprises rather than direct to consumers. Zona president Stephen Audiore went on record as saying, “The notion of tens of millions of consumers jumping online, exercising their purchase prerogative, is grossly over-hyped...” Audiore goes on to say, “Our numbers show there are less than six million commercial online service subscribers who even possess the connectivity underlying technology to use the World Wide Web” (McKenna, 1995, December 15, ¶ 4, 5).

A 1999 Nielson survey (as cited in Friel, 1999), revealed that nearly 100 million Americans had “jumped online” by that time - in direct contradiction to Audiore’s



prediction. Many companies found the web to be a more efficient way of doing business. The U.S. Mint, for example, found it cost \$5 less to process online transactions versus phone or mail order. Based on this information, the agency opened an online store. In slightly over 6 months time, the online store was generating \$1.4 million a week in sales (Friel, 1999).

### **Information Processing in Network Transactions**

Recently, internet-based transactions have begun to expand beyond simple commerce. Often, these transactions include some type of networked information processing.

The University of Michigan Health System (UMHS) provides an excellent example of this type of transaction. There, the materials services and information services departments worked together to form an Internet-based direct order link with their supplier. Prior approaches had been deemed unfeasible because it was difficult to accommodate the independent budgets, separate networks, and varying legacy systems already in place within the various departments. Instead of developing a new integrated system, they used the Internet as a server. Orders are placed on pre-approved on-site workstations through a secure browser. Authorized users have their own passwords to enter purchase orders, which are routed automatically to the administration for approval, and then forwarded directly to the supplier ("Merging Onto", 1996).

Another example is the Workers Compensation Fund of Utah. The company installed a system to allow policyholders to submit insurance claims through the web. The new system allows the company to review the in 10-14 days average as opposed to

28. Claims costs dropped 20% in first year of implementation. The company says that by getting the claims faster, they can begin recommending treatment sooner, thus saving money (Cole-Gomolski, 1999).

Bob Davidson, vice-president of marketing at ABF Freight System described the ideal web site for the shipping industry (Davidson, 2001). The site should provide tools that make shipping easier, faster and cheaper for the customer. The site should provide tracking, online submission of pickup requests, online shipping quotes, electronic bills of lading, dynamic re-routing, electronic invoicing, and online document management and retrieval.

ADP, who processes shareholder proxies for many large corporations, says that corporations are receiving an increase in savings as shareholders opt to receive ballot materials electronically (Nathan, 2000). The National Marine Fisheries Service was able to reduce costs by developing a system to process tuna fishing permits over the web (Daukantis, 2000).

### **E-Government**

These changes in Internet usage are paralleled by those of the government. The current administration has instituted a series of e-Government initiatives intended to give the public better and easier access to government services.

Early e-Government efforts focused on facilitating communication between the public and the various government agencies. Among them were electronic public discussion forums, email addresses for government officials, electronic calendars of events and on-line opinion surveys (Ossolinski, 1995). By 1999, NASA, for example,

was realizing an annual savings of \$2.2 million by posting contract solicitations online (Friel, 1999).

A high-profile example would be the IRS' e-filing program. The *Internal Revenue Service Restructuring and Reform Act of 1998* (as cited in Kahan, 1998) says that paperless filing should be the "preferred and most convenient means of filing." The goal set by the Act is for 80% of all returns to be filed electronically by 2007 (Kahan, 1998).

### **Summary**

Early mainstream application of the Internet focused first on communication. Email was used to conduct one-to-one communication, while the web was used to advertise and disseminate information on a one-to-many basis. This paradigm shifted to include a transactional model, the most obvious example of course being ecommerce.

Currently, however, the transaction model has begun to expand to include other types of transactions beyond pure commerce. Remote information processing can be used to streamline a variety of business processes.

One current business trend is to slash corporate travel budgets. Companies are turning to discount airlines and online booking services in an effort to reduce overhead. An electronic information processing system could be designed to streamline the internal process of booking business travel, in theory reducing both time and overhead.

## **CHAPTER III**

### **METHODOLOGY**

#### **Introduction**

The purpose of this study was to develop and evaluate a practical implementation of online information processing for the NASA Aerospace Education Services Program and Teaching From Space Program. Specifically, a web-based travel authorization system was developed, and comparisons were made between the newly developed system and the paper-based process used previously.

#### **Overview**

This chapter is divided into two sections. The first discusses the design methodology used for the proposed system. It details the processes used to determine the functional needs of the various stakeholders, which are not limited to the actual end users of the system. It includes discussion of the design approach to be used as well as a plan for implementation. This portion covers the methodology used for the first of six research questions.

The second section discusses the evaluation methodology. This section details the specific evaluative questions to be posed, a description of the data collection plan, and the methods to be used to analyze the data. Limitations of the evaluation are also discussed. This section addresses the methodology used for the final five research questions.

## **Design Methodology**

### ***Overview***

The process used to develop a project such as this can be broken into five parts: analysis, design, development (in this case, programming), implementation, and evaluation. This is known as the ADDIE process, which takes its name from its five phases. The ADDIE process traces its roots back to instructional systems designs used by the military in WWII (Branson, 1987), and is arguably the most widely used design model in use today (Branch, Ali, 2001). More recently, this model has been adapted for use as a web-design model (Tohsaku, 1997). Careful attention to detail in the earliest phases will typically lead to the development of a successful solution. Otherwise, the system will be unlikely to meet the needs of the end-users.

### ***Research Question 1***

*Can a system be built utilizing information processing to facilitate the need of AESP/TFSP for efficient handling of employee travel requests?*

## *Analysis Phase*

Perhaps the most critical portion of any project using the ADDIE model takes place at the very beginning by conducting a needs assessment (Branch, Ali, 2001). It is absolutely vital to have a clearly stated goal for the project. In order to accomplish this, it is necessary to identify the various stakeholders and determine their specific needs in relation to the project. Through this process, the database designer can determine what data should be collected, what specific fields are to be used, how what the data should be formatted, what interactions are required between the various fields, and what processing needs to be done with the data. Users who need specific screens or forms will have the opportunity to describe what those screens and forms should look like.

The AESP / TFSP Travel Authorization system was designed to offer a streamlined process for handling travel requests. The various stakeholders in the project include the AESP and TFSP Specialists, the Administrative Assistants, other AESP / TFSP personnel, the NASA CPOs, the AESP / TFSP Director, the AESP / TFSP Assistant Director, the AESP / TFSP Associate Director, the AESP / TFSP Travel Coordinator, the AESP / TFSP Financial Coordinator, the COTR, and the OSU ERF.

Preliminary interviews with the various stakeholders yielded the following information detailing the needs of each group, which was used as the basis for the system's design:

***AESP / TFSP Specialists.***

The AESP and TFSP Specialists are the primary users of the system. The specialists are frequent travelers and are required to fill out a travel request form any time there is air travel, hotel rates greater than federal per diem, or other travel-related expenses that must be reimbursed. The specialists expressed a need to be able to access the system from remote locations and retrieve up-to-date status information about their pending travel requests.

***AESP / TFSP Administrative Assistants.***

The Administrative Assistants are also users of the system, however they travel infrequently. More importantly, they need to know the travel itineraries of all specialists within their duty assignment. The administrative assistant should receive copies of any correspondence regarding the travel plans of all specialists assigned to the same NASA center.

***Other AESP / TFSP Personnel.***

There are a variety of other personnel who also use the system. Most are staff members who work from either the OSU campus or OSU Washington DC office. Some of these users travel more frequently than others. Those working from the OSU main campus, however, have simplified rules for processing travel requests. Different paper forms are used, the signatories are not geographically disparate, and COTR approval is not required.

***NASA Center Precollege Officer.***

The Center Precollege Officer (CPO) is the first to approve travel requests for all specialists and administrative assistants assigned to the respective center. The CPO needs to be aware of all schedules of AESP personnel assigned to that center. There are several groups of user who do not have an actual CPO who oversees scheduling. The OSU Washington DC staff is overseen by an Office Manager and the Urban and Rural Community Enrichment Program (URCEP) Team is overseen by the URCEP Coordinator. Both the OSU DC Office Manager and the URCEP Coordinator serve in the capacity of a CPO in regard to approving travel requests.

***AESP / TFSP Director.***

The AESP / TFSP Director holds the second line of approval for travel requests. The Director is not otherwise involved in the process beyond approving / disapproving requests and maintaining an awareness of travel activity within the contract.

***AESP / TFSP Assistant or Associate Director.***

The Assistant or Associate Director (hereinafter referred to as the A. Director) is more actively involved in the process. The Associate Director approves AESP travel requests and the Assistant Director approves TFSP requests. In addition to approving and disapproving travel requests, the A. Director screens the proposed flight itineraries before they are passed on to the requestor. (An overly expensive option, for example, may not



be offered at the A. Director's discretion.) The A. Director makes the final decision concerning which possible travel itinerary to use to book tickets.

***AESP / TFSP Travel Coordinator.***

The Travel Coordinator needs to be aware of any proposed travel as soon as possible in order to negotiate the best possible rates. The Travel Coordinator works with a travel agent to find travel itineraries that fit the requirements of the trip, fit the schedule of the requestor, and stay within the travel budget. The Travel Coordinator must also compile a list of associated costs referred to as a "cost grid" summarizing the total estimated cost of the trip.

***AESP / TFSP Financial Coordinator.***

The Financial Coordinator is not actively involved in processing travel requests, but needs to be able to access all data pertaining to travel costs in order to maintain day-to-day operating expenses.

***Contracting Officer's Technical Representative.***

The COTR is a NASA civil servant who holds final authority on all travel requests except those made by OSU campus employees. The COTR is the only person in the chain of authority who may reverse a decision after the fact.

### ***OSU Education Research Foundation.***

The OSU ERF does not interact with the system directly; however, the forms generated by the system must be formatted appropriately for ERF to process.

### ***Additional Specifications.***

In addition to the specific needs identified by the stakeholders, it was determined that the various users of the travel authorization system want to be able to provide feedback on travel itineraries that have been proposed, but there was also a concern that request processing could become bottlenecked if a user failed to respond. There must also be an easy way to handle personnel changes among the decision makers included in the process. The architecture of the system must remain open-ended where appropriate to facilitate possible changes in the future. Security features were also required to prevent unauthorized access to sensitive information such as personal and financial data.

### ***Design Phase***

In the early part of the design phase, several preliminary versions of the electronic form were drafted, taking into consideration the various stakeholder needs identified in the analysis phase. The designer also created a draft design of the data processing portion of the system. These drafts were reviewed with the various users in order to ascertain whether or not their various needs were actually being met through the proposed design. Typically, it is in this phase that additional stakeholder needs are brought to light. These

were then worked into a revised design, which is returned to the stakeholders until a final design is reached.

### ***Development Phase***

In the development phase, actual coding begins. During this phase, the programmer continually tests and monitors the system for errors as the various features are made operational. Once a portion of the program is operating satisfactorily, selected users are asked to test those portions again in what is known as “alpha testing.” While a programmer will typically catch internal process errors, an actual user will catch small glitches a programmer might not notice. A programmer, for example, will tend to enter data the way the system was designed, while a user will attempt to follow the directions explicitly – even if they are wrong, or even guess at the intent if they are unclear. During this process, a programmer will discover very quickly if on-screen instructions are unclear or erroneous. It is important to the stability of any system to program for contingencies when users do not follow directions or enter unexpected data.

This process is repeated as each portion of the system is coded and made operational. Once complete, the system is put through a round of “beta testing” with a larger pool of practice users. These users should be encouraged to try unusual things to “break the system” just to be sure there are no contingencies the designer missed. The designer is also involved in this process, checking over minute details such as “what does the system do if a key field is left blank, is full of gibberish or wrong?”

## ***Implementation***

The AESP / TFSP travel authorization system was made operational in January 2000, immediately following the AESP / TFSP Professional Development Conference. During the conference, the various users were trained to use the system. For the first month of “ramp up,” the paper system was maintained as a “shadow system” in the event of functional problems with the new system. After a few months, once the AESP / TFSP management felt comfortable that the new system was accurate and fully operational, the paper system was discontinued.

## **Evaluation Methodology**

### ***Evaluation Questions***

The purpose of the evaluation was to determine whether the electronic system is in fact an improvement over the old paper system. Specifically, are travel requests processed faster using the electronic system? Do they receive final approval with greater lead-time than paper-based requests? Do the users initiate requests for travel earlier using the new system? Is there a decrease in last-minute travel requests (requests initiated with less than 1 week lead time)? Is there a decrease in backdated approvals?

### ***Data Collection and Sampling***

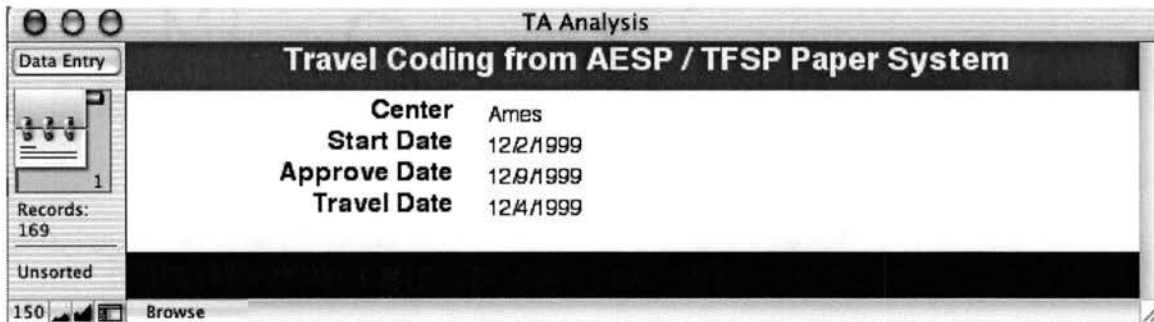
To answer these questions, existing historical data from calendar year 1999 using the paper system was compared with data generated during calendar year 2000 using the electronic system. There are some inherent limitations related to this type of comparison which will be discussed later in the chapter.

The electronic system includes a mechanism for tracking the progress of any particular travel request. Specifically, a date and time stamp is applied as each step is completed. Because the system is itself a database, no special data collection methods were needed. It was only necessary to analyze the year 2000 data at the appropriate time.

The Aerospace Education Services Program currently boxes and stores the old paper forms. The 1999 data was collected manually from information filled in on the paper forms.

## *Research Instrument*

A coding form was created to facilitate collection of the 1999 paper system data. The coding form includes four fields: center, start date, approve date and travel date. The center designates which NASA center the requestor is assigned to and is taken directly from the paper form. The start date refers to the date the request was initiated, or more specifically, the date filled in with the requestor's signature. If the requestor neglected to date the form, it could not be used. Approve date refers to the date the request received final approval, specifically the date of the COTR's signature. The travel date is the departure date indicated on the travel request.



*Figure 1.* Coding Form for Paper System

The coding form was developed using a computer program called *FileMaker Pro*. The software performed several calculations on the coded data that was used for statistical analysis. The difference in time between “start” and “approve” was used to indicate how much time was needed to process the request. The difference in time

between the “approve” and “travel” date was used to indicate how far in advance the process was completed. Likewise, the difference in time between the “start” and “travel” date was used to indicate how far in advance the request was initiated. This program exported a data matrix to a statistical program called *JMPStart Statistics* so that appropriate statistical tests could be performed. An alpha level of .01 was used for all statistical tests.

### ***Data Analysis***

#### ***Research Question 2***

*Will employees submit requests for travel further in advance using an electronic request processing system over the existing paper system?*

To answer this question, the initial lead-time for the travel request was examined. Initial lead-time is the number of days prior to the actual travel date that a travel request is initiated. In the paper system the date filled in beside the requestor’s signature was used as the date the request was initiated. In the electronic system this date comes from the date and time stamp applied when the request was first entered into the system. The initial lead-time was subsequently calculated by subtracting the date of travel from the date the request was initiated. This number was calculated for each request in the dataset and a t-test was conducted to examine whether there are any differences in initial lead-time between the two systems.

### ***Research Question 3***

*Will travel requests be processed faster using an electronic request processing system over the existing paper system?*

Processing time is the number of days elapsed between the date the travel request was initiated and the date the request received final approval from the COTR. In the paper system, the date filled in beside the COTR's signature was used as the date the request was approved. In the electronic system, this date comes from the date and time stamp applied when the request received final approval. Processing time was calculated by subtracting the approval date from the date the request was initiated. This number was calculated for each request in the dataset and a t-test was used to examine whether there are any differences in processing time between the two systems.

### ***Research Question 4***

*Will travel requests be completed further in advance of the travel date using an electronic request processing system over the existing paper system?*

To answer this question, the ending lead-time for each travel request was calculated. The ending lead-time is the number of days prior to the actual travel date that a travel request received final approval. Ending lead-time was calculated by subtracting the date of travel from the date the request received final approval. This number was



calculated for each request in the dataset and a t-test was used to examine whether there are any differences in ending lead-time between the two systems.

### ***Research Question 5***

*Will the use of an electronic request processing system lead to more timely travel requests over the existing paper system?*

For purposes of this evaluation, a travel request was considered timely if it was submitted more than one week (seven days) prior to the travel date. The number of “timely” and “late” requests using each system was tabulated and compared. Simple chi-squares were used to analyze the data.

### ***Research Question 6***

*Will the use of an electronic request processing system lead to fewer backdated travel requests over the existing paper system?*

A backdated request is one that receives final approval after the travel date. The number of backdated and non-backdated requests using each system were tabulated and compared. Simple chi-squares were used to analyze the data.

## Limitations

The electronic system designed for this project is capable of collecting additional and more detailed information than what was collected using the paper system. The electronic system records not only the date that each step was completed, but also the time. The time information cannot be used for evaluation purposes, however, since it was not collected under the paper system.

The evaluation required the use of three key dates. The date the travel request was initiated, which was filled out by the requestor at the time of submission; the date of actual travel, also filled out by the requestor at the time of submission; and the date the request received final approval, filled in by the COTR along with a signature. When the paper system was in use, at times, the required signatures were applied to a travel request, but the dates were omitted. When the data from the paper system was tabulated, it was necessary to exclude any requests omitting one of these three dates.

It is possible that there may be some variation in dates within the paper system due to human error. The date and time stamps used in the electronic system have a higher degree of accuracy because the server is synchronized with a network time server on a daily basis. A preliminary review of the paper forms revealed a small number of requests with unlikely dates – specifically, the same date was listed for the requestor, the CPO and the COTR (perhaps to prevent a request from being backdated). Because these three people are typically geographically dispersed, the data is suspect and must be excluded from the evaluation. Beyond obvious instances such as this, it is impossible to know in retrospect if inaccurate dates were used on the paper forms. These dates have to be accepted as the best data available.

Paper records were only kept for travel requests that received final approval and if the trip actually took place. The electronic system additionally keeps records for requests that were disapproved as well as those where the trip was cancelled or rescheduled. Since there is no historical data available for comparison from the paper system, the electronic requests that were disapproved, cancelled, or rescheduled were omitted. In the case of a postponed or rescheduled trip, under the electronic system, the request would be withdrawn (ending all further processing) and the requestor would submit a new request with revised dates. If the revised request was approved and not cancelled, it was included in the evaluation using data only from the revised submission.

Under the paper system, on-campus OSU employees follow different procedures for travel requests than off-campus employees. Different paper forms were used, the signatories are not geographically disparate, and COTR approval is not required. There is insufficient information stored from the paper system for on-campus personnel to allow a comparison to be made between the two systems. The simplified approval process suggests that these requests might be processed faster than the others. Since this data is not available for both systems, it was also excluded.

An additional research question that was considered is whether the use of the electronic system leads to reduced travel costs. As desirable as this information might be, it is not possible to measure cost savings directly. The data stored from the paper system does not include sufficient detailed information to attempt such a measurement. (Specifically, there is no reference available that would indicate what the airfare would have cost for a specific route on a specific day if it had been booked further in advance.)

It is generally assumed that if a trip is booked with greater lead-time, the ticket will tend to be cheaper. This is not always the case, however. There is no uniform price structure within the airline industry. Many airlines offer discounts at 14 and 21 days advance booking, although this can vary from carrier to carrier and from route to route. In rare cases, the cheapest fare may be a “last minute” fare offered to attempt to fill a route that flies below capacity

## **CHAPTER IV**

### **RESULTS OF THE STUDY**

#### **Overview**

The purpose of this study was to develop and evaluate a practical implementation of online information processing for the NASA Aerospace Education Services Program and Teaching From Space Program. Specifically, a web-based travel authorization system was developed, and comparisons were made between the newly developed system and the paper-based process used previously. Certain information was gathered from both systems, which will be discussed at length in this chapter.

#### **Results**

##### ***Research Question 1***

*Can a system be built utilizing information processing to facilitate the need of AESP/TFSP for efficient handling of employee travel requests?*

## *Design Phase*

### *Introduction*

The system is designed to process travel requests requiring prior approval. This includes any airline travel, travel outside the continental United States, requests for lodging reimbursement above federal per diem, requests involving a registration fee, and requests for reimbursement of personal vehicle mileage. The processing required to handle each of these types of requests are somewhat complex and have specific procedural requirements. The section that follows details the specific processing the system is designed to carry out.

### *Files*

The system uses three integrated relational databases: one for the actual travel request forms, a “contact” file defining each of the key signatories, and a security file. A system of key codes are integrated into the file structure to allow the various files to interact with each other. In addition, each is protected with appropriate levels of security.

The travel form files is the main body of the system. It contains all of the data that is entered into the system, as well as all system variables, custom scripts, printed forms, and tracking data. Internet users may enter new requests, and check on the status of their requests, but are barred from any further access.

A “contact” database is used to define each of the cost centers as well as determine who holds each of the signatory positions at each of stage of the routing. It contains the email address of the signatory, the cost codes to be used for both AESP and TFSP, and specify which web layout to use when that person signs the form. This allows flexibility so that the specific data displayed can be tailored to the needs of that particular position. It also helps maintain the routing order – skipping the CPO signature, for instance, in the case of an on-campus employee. This file is not accessible to Internet users.

The security and signature file contains electronic signatures and information necessary for authentication. It is not accessible to Internet users and is restricted to the system administrator and the internal system processes.

### ***Preliminary Setup***

Prior to using the system, a certain amount of information must be provided. An administrative database is used to “direct traffic.” It contains entries for each cost center, the email address of the CPO and AA at that center, and a designation that determines whether that cost center uses an internal or center-based routing scheme. Routing is based on a series of job titles. These include CPO, Administrative Assistant, Director, Assistant Director, Associate Director, Travel Coordinator, and COTR. An email address must be entered in the contact file for each job title and for each cost center to ensure proper routing.

The signature and security file must be populated for all users of the system. Each entry must include a digital signature and authentication information for each user as well as a cost center assignment.

### ***Data Entry***

The initial process is initiated by the user by loading the “taf.html” web page from an internal website (see Appendix A). (This URL is linked directly from the NASA AESP / TFSP Specialist homepage which is itself password protected from the general public.) The user fills out the form including all of the information needed to process a travel request.

The user must fill in his or her email address. This is a required field that is used as an identification key. The system looks up the users full name, social security number, and center assignment based on the information entered into this field. The user is also required to indicate which contract the request pertains to (AESP or TFSP) and to describe the purpose of the trip.

The next section of the form pertains to air transportation. The user may fill in any seating (aisle or window) and airline preferences followed by the dates and travel route. Next the user may enter any information pertaining to ground transportation. If taxis, subway, train, or a personal vehicle are to be used, this section must be filled out. A section is provided for dates and routes similar to that used for air transportation, which can be used to either indicate personal vehicle usage or to book overland transportation such as Amtrak.



Oklahoma State University

NASA Aerospace Education Services Program/Teaching From Space Program

**Travel Authorization Request**

Email Address:

AESP (NASW-5043)  TFSP (NCC5-185)

Purpose of Trip:

**Air Transportation Preferences**

Aisle  
 Window  
 Front  
 Rear

Preferred Airline:

### Air Transportation

Date <small>MM/DD/YYYY</small>	Preferred Depart Time	From:		To:		Preferred Arrival Time
		City	State	City	State	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Ground Transportation**

Train  
 Subway  
 Taxi  
 AEU  
 Personal Vehicle  
 Personal Airplane

Complete this portion for Personal Vehicle / Airplane or AEU at 300% Per Diem

Date	Departure Time	From:		To:		Est. Miles
		City	State	City	State	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Rental Vehicle**

Standard (compact)  
 Other (specify below)

Justification for use of rental car:

Rental Vehicle:	Pick-up Date	Pick-up Location	Drop-off Date	Drop-off Location
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Per Diem Request**

Published Rate  
 Up to 300% Lodging

Est. Cost/Night Over Published Rate

**Justification for 300% Lodging Per Diem:**

Comments:

**Hotel Arrangements By**

OSU  
 Employee

**Registration Fee**

Prepaid By

OSU  Employee

*Figure 2.* Travel Authorization Form

If the user is requesting a reservation for a rental car, he or she must provide justification for the use of a rental, along with the dates and location for pick-up and drop-off of the vehicle.

In the following section of the form, the user must indicate whether the lodging rates are within federal per diem. If the costs are above per diem, the user must specify how much per night the rate exceeds the specified per diem and include a justification for exceeding federal per diem. The user must also indicate whether the hotel reservations need to be made or if this will be done by the user.

In the final section, the user may indicate any registration fee to be paid in the course of travel and whether this fee is to be pre-paid by the university or by the user. Finally, a comments box is provided for the user to indicate any additional information necessary.

At the bottom of the form are two buttons. One allows the user to erase the form and start over; the other submits the form to the server.

Once the user submits the form to the server, the “ValidateEmail” script is triggered (see Appendix B). This script initiates a validation sequence, checking for certain common data entry errors. Did the user omit his or her email address, the purpose of the trip or the contract number? Does the email address correspond to a valid user? Did the user enter at least the minimal amount of information necessary to process a request? (To meet this requirement, the user must enter either the cost of a registration fee to be reimbursed or a travel date and destination.) Because FileMaker Pro’s web interface reads a 2-digit year as 19xx (the so-called “Y2K” bug), the system also checks to be sure the user entered a 4-digit year in all date fields. At this time a reference number is

assigned. (The reference numbers simply run consecutively, with the number 1 assigned to the very first request.)

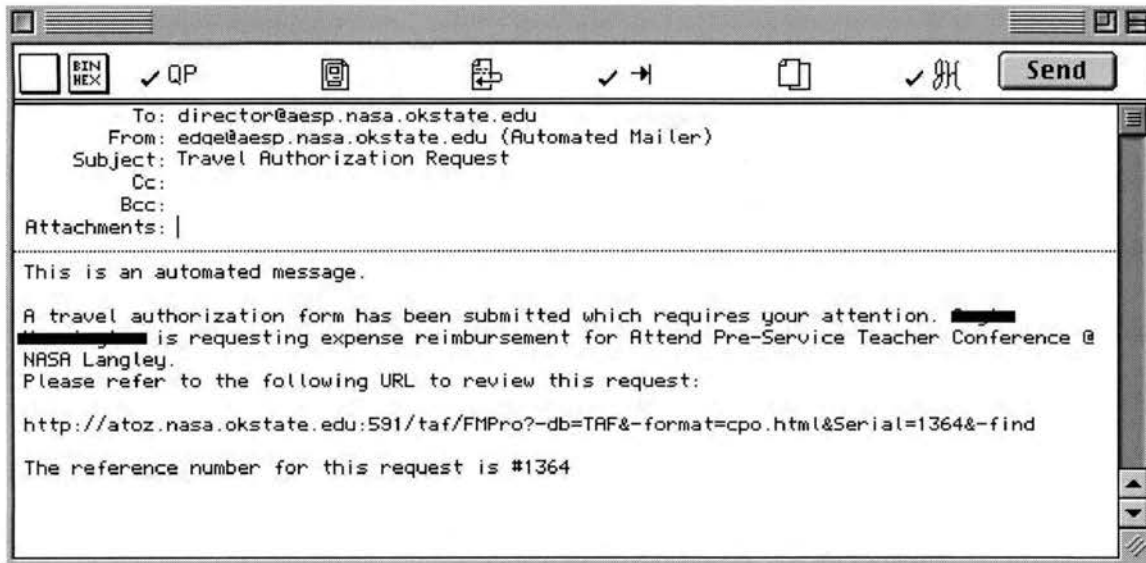
The printed form has limited space for certain fields, so the system also checks to see if the user exceeded the space limitations for the “comments” and “justification” fields. If the user selected 300% reimbursement, the system checks to be sure the “justification” field is not blank. If the user entered a registration fee, the system checks to be sure the user also indicated who is to pre-pay it (“paid by” field is not blank).

If any errors were found, the user receives a message detailing the specific problem and is given the opportunity to make corrections (see Appendix C – “error.html”). Otherwise, the user is shown the completed form to review for accuracy using the form review.html (see Appendix D). The user can go back and make corrections if needed, or enter his or her password to submit the request for approval. The system responds to the user using the Signed.html file (see Appendix E), which acknowledges that the process was completed.

Once authenticated, the system applies the user’s electronic signature, date and time-stamps the entry, and looks up the user’s cost center and personnel information from the signature and security file. This is done by the “InformCPO” script (see Appendix F). In turn, the cost center assignment is used to look up the contact information for that center, specifically, the email address and web page to be used by that signatory. This effectively determines the routing to be used to process the travel request. The internal variable StepNumber is set to 1.

The system then checks through the data entered to determine whether the request includes airline travel. If the user left all of the fields having to do with air travel blank,

an internal variable, NoFlight is set to 1. This variable determines how email messages will be worded in future steps and allows the system to skip steps pertaining only to airline travel when appropriate.



*Figure 3.* Automated Email

An email message is compiled based on the cost center. It is emailed to the contact email address looked up from the contact file, and carbon copied to the Administrative Assistant email address from the same source. The message includes the user's name and purpose of the trip and an imbedded URL (universal resource locator) for reviewing the request. The URL is constructed by pasting together the basic server information with the reference number and the web page file name looked up from the contact file. The actual wording of the email will vary depending on whether the user is requesting actual travel or reimbursement for expenses. The description found in the body of the message comes from the data entered by the user as "Purpose of trip." Because the system cannot compensate for the users' choice of words, the email messages may at time be grammatically incorrect.

The message is emailed to the address designated, either the CPO or the Director depending on which routing scheme is followed by the user's cost center. Afterward, the user receives an acknowledgement including a unique routing number. The user can log in at any time and check the status of any pending requests using the routing number. This process will be detailed later in this chapter.

### ***Preliminary Approval***

Requests for travel must be routed differently for different groups of people. Center-based AESP and TFSP Specialists and Administrative Assistants must have their requests approved first by the CPO, then the AESP Director, A. Director and finally the COTR. Specialists assigned to the URCEP team must have their requests approved first by the team lead rather than a CPO. Employees assigned to the OSU Washington DC (except for the URCEP team) must have their requests approved by the OSU-DC Office Manager rather than a CPO. And finally, employees assigned to the OSU campus do not need CPO or COTR approval for travel.

The process for the first three phases (two in some cases) is very similar. In each case, the signatory receives the email generated in the data entry phase. By clicking on the imbedded URL, the completed request form is presented in a web browser window.

CPO's, the URCEP team lead, and the OSU-DC office manager share the same form (CPO.html – see Appendix G). When the form is first triggered, a check is made with the internal variable StepNumber. A value greater than 2 means that this particular signatory has already approved the request and additional action has already been taken.

Under this circumstance, the reviewer will see the information entered on the form, but will not be allowed to take any action.

A value of 2 in the StepNumber variable indicates that this particular signatory has already approved the request, but may reverse the decision if desired. A value of 1 indicates that this request has not been reviewed and is ready for approval. In either case the web page displays all of the information entered by the requestor. At the bottom of the form are options to approve or disapprove the request, and to enter a password to validate the decision.

When the “Sign Form” button is clicked at the bottom of the page, the “InformDirector” script (see Appendix H) is triggered. This script first checks to be sure a valid password has been entered. If it is not valid, processing stops and an appropriate error message is displayed. If the password is valid, a date and time stamp is applied along with the appropriate electronic signature. The system responds to the CPO using the Signed.html file (see Appendix E), which acknowledges that the process was completed.

If the request was approved, an email message is compiled and sent to the AESP Director. As in the prior step, the message includes the user’s name and purpose of the trip and an imbedded URL for reviewing the request. The actual wording of the email will vary depending on whether the user is requesting actual travel or reimbursement for expenses. The internal variable StepNumber is set to 2.

If the request was disapproved, an email message is sent to the requestor stating the final disposition of the request. A sub-script “InformDisapprove” (see Appendix I) is triggered. This sub-script compiles and sends an email to the Travel Coordinator stating

that the request has been denied. (This is done because the Travel Coordinator may choose to begin gathering preliminary travel cost information as soon as a request is submitted.) Lastly, when the request is denied, the StepNumber variable is set to 11, which indicates that processing has concluded and the request was denied.

The Director initiates action on a travel request by clicking on the imbedded URL in the email message he or she received from the system in a prior step. The completed request form is presented in a web browser window. The Director has a unique approval form (Director.html – see Appendix J). This form differs from the others, in that the Director may enter questions or comments about the request for the A. Director to review.

When the form is first triggered, a check is made with the internal variable StepNumber. A value greater than 2 means that Director has already acted on the request. Under this circumstance, the reviewer will see the information entered on the form, but will not be allowed to take any action.

A value of 1 or 2 indicates that this request has not been reviewed and is ready for approval. (For employees assigned to OSU campus, the Director's approval is step 1, for all others it is step 2.) The web page displays all of the information entered by the requestor. At the bottom of the form are a comment box, options to approve or disapprove the request, and space to enter a password to validate the decision.

When the "Sign Form" button is clicked at the bottom of the page, the "InformASD" script (see Appendix K) is triggered. This script first checks to be sure a valid password has been entered. If it is not valid, processing stops and an appropriate error message is displayed. If the password is valid, a date and time stamp is applied

along with the appropriate electronic signature. The system responds to the Director using the Signed.html file (see Appendix E), which acknowledges that the process was completed.

If the request was approved, an email message is compiled. The email is sent to the Assistant Director if the request is for AESP travel or to the Associate Director for TFSP travel. As in the prior steps, the message includes the user's name and purpose of the trip and an imbedded URL for reviewing the request. The internal variable StepNumber is set to 3.

If the request was disapproved, an email message is sent to the requestor stating the final disposition of the request. A sub-script "InformDisapprove" (see Appendix I) is triggered. This sub-script compiles and sends an email to the Travel Coordinator stating that the request has been denied. Finally, the StepNumber variable is set to 11 signifying that processing has concluded and the request was denied.

The A. Director initiates action on a travel request by clicking on the imbedded URL in the email message he or she received from the system in a prior step. The completed request form is presented in a web browser window. The Assistant and Associate Directors have unique approval forms (AD.html – see Appendix L and AsD.html – see Appendix M), however the differences are internal. They were kept separate for future customization, but with minor modifications, could be merged into a single file to simplify the system.

When the form is first triggered, a check is made with the internal variable StepNumber. A value greater than 3 means that A. Director has already acted on the



request. Under this circumstance, the reviewer will see the information entered on the form, but will not be allowed to take any action.

A value of 3 indicates that this request has not been reviewed and is ready for approval. (For employees assigned to OSU campus, the Director's approval is step 1, for all others it is step 2.) The web page displays all of the information entered by the requestor. Any comments or questions entered by the Director appear at the top of the page. At the bottom of the form are options to approve or disapprove the request, and space to enter a password to validate the decision. There is also a text box where instructions to the Travel Coordinator may be entered. If the request is to be disapproved, this same box may be used to explain why.

When the "Sign Form" button is clicked at the bottom of the page, the "InformTC" script (see Appendix N) is triggered. This script first checks to be sure a valid password has been entered. If it is not valid, processing stops and an appropriate error message is displayed. If the password is valid, a date and time stamp is applied along with the appropriate electronic signature. The system responds to the A. Director using the Signed.html file (see Appendix E), which acknowledges that the process was completed.

If the request was approved, an email message is compiled and sent to the Travel Coordinator. As in the prior steps, the message includes the user's name and purpose of the trip and an imbedded URL for reviewing the request. The internal variable StepNumber is set to 4.

If the request included a registration fee, the costs are transferred to the appropriate space in the cost grid if the user indicated that OSU should prepay the fee.

If the NoFlight variable was previously set to 1 (meaning that there is no airline travel and that this is an expense reimbursement request only), the next four steps are skipped and the FinalCost script is triggered (see Appendix O). The details of this script will be discussed later.

If the request was disapproved, an email message is sent to the requestor stating the final disposition of the request along with the reason the request was denied. A sub-script “InformDisapprove” (see Appendix I) is triggered. This sub-script compiles and sends an email to the Travel Coordinator stating that the request has been denied. Finally, the StepNumber variable is set to 11 signifying that processing has concluded and the request was denied.

### ***Travel Coordinator***

Once a request has received preliminary approval, it is passed to the Travel Coordinator for processing. The Travel Coordinator finds and enters possible flight itineraries and fills out a cost grid for the request. While the Travel Coordinator is not required to interact with a request until preliminary approval is received, he or she has the unique ability to begin working on a request from the moment it is entered into the system.

It is important for the Travel Coordinator to be aware of any pending requests – even if they are later denied. The automated script, PrintStatusReport (see Appendix P), helps accomplish this. This script is scheduled to run at 7:30 each morning. This script begins by triggering the EmptyTrash subscript (see Appendix Q) which deletes records

where the internal variable StepNumber is set to 0. This purges any incomplete entries from the system. This can happen if a user started to fill out a form and did not complete it, forgot their password, etc. The PrintStatusReport script then prints a report of all pending requests (StepNumber is less than 9) which is routed to the printer of the Travel Coordinator. To make the report user friendly, the StepNumber variable is used to give a plain English status description as follows:

- 1 - Request was recently submitted.
- 2 - Request is awaiting the Director's approval.
- 3 - Request is awaiting the A. Director's approval
- 4- Request is awaiting action by the Travel Coordinator.
- 5- Itineraries are awaiting review by the A. Director.
- 6 - Request is awaiting itinerary feedback from the specialist.
- 7 - Request is awaiting final itinerary selection by the A. Director
- 8 - Request is awaiting final cost information from Travel Coordinator.
- 9 - The request has been sent to the COTR for final approval.
- 10 - The request has received final approval.
- 11 - The request has been denied.
- 12 - The request has been withdrawn.

The Travel Coordinator may review and work with any request in the system by visiting the Tindx.html web page (see Appendix R). This page displays a complete list of all of the pending travel requests in the system. Each request is hot linked to the TCP.html form (see Appendix S). The Travel Coordinator may access a request either

through the Tindex.html page, or from the URL that was embedded in the email sent in a prior step.

The TCP.html page displays all of the information entered by the specialist, the comments entered by the Director, and any instructions entered by the A. Director. Certain features of the TCP.html page are only available, however, when the request has reached the appropriate processing step. The Travel Coordinator must supply possible flight itineraries for requests involving airline travel, and estimated costs (the cost grid) for all requests. The Travel Coordinator may begin entering this information, if known, as soon as a request has been entered into the system.

The submit button on the bottom of the page simply updates any new information the Travel Coordinator may have entered. After submitting, the system responds with the Figure.html page (see Appendix T). If the internal variable StepNumber is set to 4, a “Submit for Approval” button is offered (with instructions). If the request is not ready for further processing, the Travel Coordinator may simply leave the page without taking any further action. Otherwise, the Travel Coordinator uses the “Submit for Approval” button, which triggers the ReviewItin script (see Appendix U).

This script applies time and date stamps and an email message is compiled. The email is sent to the Assistant Director if the request is for AESP travel or to the Associate Director for TFSP travel. As in the prior steps, the message includes the user’s name and purpose of the trip and an imbedded URL for reviewing the request. The internal variable StepNumber is set to 5. The system responds to the Travel Coordinator using the Signed.html file (see Appendix E), which acknowledges that the process was completed.

The A. Director initiates action on a travel request by clicking on the imbedded URL in the email message he or she received from the system in a prior step. The completed request form is presented in a web browser window using the grit.html form (see Appendix V).

When this form is opened, a comparison is done with the StepNumber variable. A value of 4 means the A. Director has already reviewed and rejected all of the itineraries. A value greater than 5 means that this step has already been completed.

The grit.html form, like the others, displays all of the information entered by the requestor. At the bottom are listed the various flight itineraries (up to 3) submitted by the Travel Coordinator. The A. Director indicates whether each itinerary is to be submitted to the specialist for review by clicking the appropriate radio button (labeled “Y” or “N”) for each itinerary. The A. Directory also has the opportunity to modify or enter additional instructions for the Travel Coordinator. Once all selections are made, the A. Director clicks the button labeled “Submit for Feedback.”

The “Submit for Feedback.” button triggers the InformSpecialist script (see Appendix W). The script checks first to see if the A. Director selected “N” (no) for all itinerary choices. If so, an email message is compiled and sent to the Travel Coordinator stating that all itineraries were rejected. The internal variable StepNumber is reset back to 4, and processing reverts to the prior step. The Travel Coordinator will have to submit a new selection of itineraries.

If the A. Director selected “Y” (yes) for even one of the itinerary choices, a date and time stamp is applied, and an email is compiled and sent to the requestor stating that itineraries are ready for review. A URL is embedded in the message to lead the requestor

to the proper form. The StepNumber variable is set to 6. The system responds to the A. Director using the Processed.html file (see Appendix X), which acknowledges that the process was completed.

The requestor initiates a response by clicking on the imbedded URL in the email message he or she received from the system in the prior step. The completed request form is presented in a web browser window using the choose.html form (see Appendix Y). Any itineraries marked “Y” by the A. Director are listed at the bottom of the screen for review. If the StepNumber variable is larger than 7 (meaning that an itinerary has already been selected), the requestor can only review the data. Otherwise, a space is provided for feedback.

Once any comments are entered, the requestor clicks on the “Submit Feedback” button at the bottom of the page. This triggers the ReturnFeedback script (see Appendix Z). The system responds to the user using the Processed.html file (see Appendix X), which acknowledges that the process was completed.

It is also important to note that during this step (when StepNumber is set to 6), the flight itineraries are “frozen.” During most other steps, the Travel Coordinator is able to enter and update cost and itinerary data. However, during the itinerary review phase, the itineraries cannot be changed.

The requestor is expected to respond within 2 business days. If no response is received, the request moves on without comment from the requestor. This is accomplished through the automated CheckForFeedback script (see Appendix AA). This script runs automatically each hour. For the purposes of this script, business days are defined as Monday through Friday. (It is not able to detect holidays.) When it triggers, it

checks to see what day of the week it is. On Wednesdays through Fridays, it checks to see if 48 hours have passed since the itinerary feedback was requested. On Mondays and Tuesdays, it checks to see if 96 hours have passed. On Saturdays and Sundays, the script does nothing. If the appropriate amount of time has passed, the ReturnNoFeedback script (see Appendix AB) is triggered.

Both the ReturnFeedback and the ReturnNoFeedback scripts compile and send an email message to the Assistant Director if the request is for AESP travel or to the Associate Director for TFSP travel. The action is time and date stamped and the StepNumber field is incremented to 7. The scripts vary in the wording of the email message.

The A. Director opens the form using the URL embedded in the email message. At this step, final itinerary selection, the final.html form (see Appendix AC) is used. When this form is opened, a comparison is done with the StepNumber variable. A value less than 7 means the A. Director has already reviewed and rejected all of the itineraries. The form displays the itinerary selections again along with the feedback supplied by the original requestor. A value greater than 7 means that this step has already been completed. Based on this feedback, the A. Director indicates which flight itinerary is to be used for booking by clicking a radio button next to the corresponding itinerary. The A. Director also has the option of rejecting all of the itineraries. This can happen if there is a scheduling conflict or if a change must be made in the duration of the trip. The A. Director can enter a note explaining why the itineraries were rejected. When the A. Director hits the "Submit" button at the bottom of the form, the FinalCost script (see Appendix O) is triggered. The system responds to the A. Director using the

Processed.html file (see Appendix X), which acknowledges that the process was completed.

The FinalCost script first checks to see if all of the proposed flight itineraries were rejected by the A. Director. In this case, an email to this effect is compiled and sent to the Travel Coordinator and the StepNumber variable is reduced to 4.

Otherwise the script compiles an email to the Travel Coordinator stating that an itinerary has been selected for booking. The action is time and date stamped and the StepNumber variable is incremented to 8.

Once an itinerary is selected, the Travel Coordinator is expected to enter any and all remaining information into the cost grid before submitting the request to the COTR in Washington, DC. The cost grid is a visual device that allows the COTR to see all of the costs associated with the trip prior to granting final approval. To do this, the Travel Coordinator may access a request either through the Tindex.html page, or from the URL that was embedded in the email sent in a prior step. The “Submit” button on the bottom of the page updates any new information the Travel Coordinator may have entered. After submitting, the system responds with the Figure.html page. If the internal variable StepNumber is set to 8, a “Submit Final” button is offered. The Travel Coordinator must enter a password before submitting a request to the COTR. This is to prevent the possibility that the request might be sent to the COTR prematurely.

When the Travel Coordinator uses the “Submit Final” button, the InformCOTR script (see Appendix AD) is triggered. The script checks to see if the Travel Coordinator entered a valid password. If not, no action is taken. If the requestor has been coded as an OSU campus employee, the system exits the InformCOTR script and skips ahead to the



FinalApproval script instead. (The COTR does not review travel for campus employees). All other requests are date and time stamped and an email is compiled and sent to the COTR. The COTR email address is looked up from the Center Contacts subfile based on whether the request is for AESP or TFSP. The StepNumber field is incremented to 9.

The COTR initiates action on a travel request by clicking on the imbedded URL in the email message he or she received in the prior step. The completed request form is presented in a web browser window. The COTR has a unique approval form, COTR.html (see Appendix AE). This form differs from the others, in that the COTR review all of the cost information pertaining to the trip along with the travel itinerary.

When the form is first triggered, a check is made with the internal variable StepNumber. A value greater than 9 means that COTR has already acted on the request and a message appears on the form indicating the prior decision and the date it was recorded. The COTR may reverse a prior decision if desired.

The web page displays all of the information entered by the requestor. At the bottom of the form are options to approve or disapprove the request, and space to enter a password to validate the decision.

When the “Sign Form” button is clicked at the bottom of the page, the “Final Approval” script (see Appendix AF) is triggered. If the requestor is not an OSU campus employees, the script checks to be sure a valid password has been entered for the COTR. If it is not valid, processing stops and an appropriate error message is displayed. If the password is valid, a date and time stamp is applied along with the appropriate electronic signature.

The system then compiles and sends email messages to both the original requestor and the Travel Coordinator, informing them of the COTR's final decision. In the case of an OSU campus employee, the decision defaults to "yes" since the COTR does not review these requests. If the request is approved, the PrintFinalForm sub-script is triggered (see Appendix AG) and a final copy of the completed form is printed for the Travel Coordinator. The system responds to the COTR using the Processed.html file (see Appendix X), which acknowledges that the process was completed.

### ***Automated Features***

There are a number of actions that are triggered by timers rather than user interaction. To accomplish this, the main travel forms file is set to automatically run the LoadTimers script (see Appendix AH) when it is first opened. This script sets the scheduling for all timed events. First it clears all timers from the system memory. (There are certain error conditions where "double scheduling" could occur. This step prevents that from happening.) The CheckForFeedback script is scheduled to run hourly. The MailStatusReports script is scheduled to run at 4:30 each afternoon. The PrintStatusReport script is scheduled to run at 7:30 each morning. The FriendlyReminders script is scheduled to run at 5:00 each afternoon.

The MailStatusReports script (see Appendix AI) begins by running the EmptyTrash sub-script discussed previously. It then checks with the server's internal clock, and if the day is either Saturday or Sunday, execution is halted. Otherwise, the system performs a search for all travel requests in process. If there are none, execution is

halted. Otherwise, an email message is compiled and sent to each user and carbon copied to the corresponding administrative assistant. The message contains the details of the travel request along with the current processing status (“awaiting the Director’s approval,” for example).

The FriendlyReminders script (see Appendix AJ) is intended to prevent travel requests from being “bottlenecked” in the system. The system checks to see if any requests have waited more than two week days since the current step was initiated. For any that have gone past two weekdays, an email reminder is compiled and sent to the appropriate person based on the StepNumber variable.

### ***Manual Scripts***

There are several scripts that are triggered manually by the server administrator as needed. Some are for housekeeping purposes, while others are for special processing. The Archive script (see Appendix AK) is used to move completed requests out of the main database and into the TAF Archive file. The script selects all completed requests, exports them to the archive file, verifies that the transfer was successful and the deletes original records from the TAF file. The sub-script ForceArchive (see Appendix AL) is used in the Archive file to import the records sent from the original TAF file, and to return the system to normal processing once the transfer is complete.

The script Expedite (see Appendix AM) is used in rare occasions when the travel processing needs to be rushed. This script can only be used after the Travel Coordinator has entered itineraries. When triggered, the script increments the StepNumber variable,

effectively skipping the itinerary review and feedback portion of the process, jumping ahead to the final cost grid request (triggering the FinalCost script described earlier).

The Withdraw Request script (see Appendix AN) is used in unusual situations where a request has already been approved, but not completed, but the trip must be cancelled. When triggered, the StepNumber is advanced to 12 and an appropriate email message is compiled and sent to the requestor, the travel coordinator and whoever was currently processing the request based on the StepNumber variable. No further processing is done with the request.

The PeskyReminder script (see Appendix AO) is similar to the FriendlyReminder script. The main difference is that the PeskyReminder script is designed to allow the administrator to manually send an email reminder concerning a specific travel request. This is particularly useful if there has been a personnel change necessitating the re-routing of requests.

## *Evaluation Phase*

### *Introduction*

Five factors were selected as bases of comparison between the paper and electronic systems. These factors are initial lead-time – how far in advance the travel request was initiated; elapsed processing time – the time between the initial request and final approval; and final lead-time – how far in advance the travel request was approved. This information was gathered from the paper system by gathering the dates on the forms and coding them with a form designed in FileMaker Pro. The coding form includes four

fields, center, start date, approve date and travel date. The center designates which NASA center the requestor is assigned to and is taken directly from the paper form. The start date refers to the date the request was initiated, or more specifically, the date filled in with the requestor's signature. If the requestor neglected to date the form, it was not used. A total of 17 paper forms were rejected because of missing dates. "Approve date" refers to the date the request received final approval, specifically the date of the COTR's signature. The travel date is the departure date indicated on the travel request.

The information gathered from the electronic system is based on the time and date stamps that are applied electronically at each step of the process. The information was exported directly to the statistical software without any recoding required.

The time between "start" and "approve" was used to calculate elapsed processing time. The time between "approve" and "travel" was used to calculate final lead-time. Likewise, the time between "start" and "travel" was used to calculate initial lead-time. An alpha level of .01 was used for all statistical tests.

### ***Research Question 2***

*Will employees submit requests for travel further in advance using an electronic request processing system over the existing paper system?*

Information was gathered from both the paper and electronic system. The date the request was submitted and the actual date of travel were used to determine the initial lead time. The web-based requests were initiated about two days later than those initiated

on paper (see Table 1). A t-test was used, and no significant difference was found. It appears unlikely, therefore, that the difference in lead-time is related to the system used.

**TABLE 1**  
**INITIAL LEAD TIME COMPARISON BETWEEN PAPER VERSUS**  
**ELECTRONIC SYSTEMS**  
N=618

System	Requests	Mean Lead Time (Days)
Paper	168	41.11
Electronic	450	38.10
<b>TOTAL</b>	<b>618</b>	

t = -0.941      p=.3473

It could be argued that the electronic forms data differs from the paper forms data. The electronic system keeps a record of all requests processed, while the paper system only includes travel requests that were actually approved. Since travel requests can be disapproved at various points within the process, it is possible that processing for disapproved requests might be completed faster, and possibly skew the results.

To test for this potential bias, the data from the electronic system were divided into approved and disapproved requests (see Table 2). Indeed, approved requests required an average of 9.77 days processing time, while disapproved requests were completed in only 7.34 days average. A t-test was conducted and a significant difference was found at a confidence level of 99 percent.

**TABLE 2**  
**ELAPSED PROCESSING TIME COMPARISON BETWEEN APPROVED AND DISAPPROVED REQUESTS**  
 N=450

System	Requests	Mean Elapsed Time (Days)
Approved	387	9.77
Disapproved	63	7.34
<b>TOTAL</b>	<b>450</b>	
t = -1.946      * p < .0012		



Because this difference was found, the disapproved requests were removed from the electronic forms dataset, and the numbers were re-tested (see Table 3). The mean initial lead-time for the electronic system was slightly less (36.8 days versus 38.1 days) without the disapproved requests . A t-test was used, and no significant difference was found. Again, it appears unlikely that the difference in initial lead-time is related to the system used.

**TABLE 3**  
**INITIAL LEAD TIME COMPARISON BETWEEN PAPER VERSUS**  
**ELECTRONIC SYSTEMS EVALUATING APPROVED REQUESTS ONLY**  
 N=555

System	Requests	Mean Lead Time (Days)
Paper	168	41.11
Electronic	387	36.80
<b>TOTAL</b>	<b>555</b>	
t = -1.384      * p = .1669		

### ***Research Question 3***

*Will travel requests be processed faster using an electronic request processing system over the existing paper system?*

Information was gathered from both the paper and electronic system. The date the request was submitted and the date the final decision was made were used to determine the request processing time (see Table 4). While the paper forms required an average of 31.36 days to process, the electronic forms required only 9.2 on average. A t-test was conducted and a significant difference was found at a confidence level of 99 percent.

**TABLE 4**  
**ELAPSED PROCESSING TIME COMPARISON BETWEEN PAPER VERSUS**  
**ELECTRONIC SYSTEMS**  
N=618

System	Requests	Mean Elapsed Time (Days)
Paper	168	31.36
Electronic	450	9.20
<b>TOTAL</b>	<b>618</b>	

t = -14.551      \*p < .0001

As discussed previously, the data tabulated originally from the electronic system includes both approved and disapproved requests, while the paper forms included only approved requests. Because it has been shown previously that the disapproved requests are processed faster than the approved requests, the disapproved requests were removed from the dataset and re-tested (see Table 5). The paper forms required an average of 31.36 days to process while the electronic ones required 9.77 on average. A t-test was conducted and a significant difference was found at a confidence level of 99 percent.

**TABLE 5**  
**ELAPSED PROCESSING TIME COMPARISON BETWEEN PAPER VERSUS**  
**ELECTRONIC SYSTEMS EVALUATING APPROVED REQUESTS ONLY**  
 N=555

System	Requests	Mean Elapsed Time (Days)
Paper	168	31.36
Electronic	387	9.77
<b>TOTAL</b>	<b>555</b>	

t = -13.310      \* p < .0001

#### **Research Question 4**

*Will travel requests be completed further in advance of the travel date using an electronic request processing system over the existing paper system?*

Information was gathered from both the paper and electronic system. The date the request received a final decision and the actual date of travel were used to determine the final lead time (see Table 6). While the paper forms were approved an average of 9.75 days before the travel date, the electronic ones were approved 28.41 days prior to travel. A t-test was conducted and a significant difference was found at a confidence level of 99 percent.

**TABLE 6**  
**FINAL LEAD TIME COMPARISON BETWEEN PAPER VERSUS**  
**ELECTRONIC SYSTEMS**  
N=618

System	Requests	Mean Lead Time (Days)
Paper	168	9.75
Electronic	450	28.41
<b>TOTAL</b>	<b>618</b>	

t = 7.026      \* p < .0001

A second test was conducted because of the difference in processing time discussed previously between approved and disapproved requests (see Table 7). The disapproved requests were removed from the dataset for the electronic system because it was shown that they are processed faster. The paper forms were approved an average of 9.75 days before the travel date, while the electronic ones were approved 26.45 days prior to travel. A t-test was conducted and a significant difference was found at a confidence level of 99 percent.

**TABLE 7**  
**FINAL LEAD TIME COMPARISON BETWEEN PAPER VERSUS**  
**ELECTRONIC SYSTEMS EVALUATING APPROVED REQUESTS ONLY**  
 N=555

System	Requests	Mean Lead Time (Days)
Paper	168	9.75
Electronic	387	26.45
<b>TOTAL</b>	<b>555</b>	

t = 6.692      \* p < .0001

### Research Question 5

*Will the use of an electronic request processing system lead to more timely travel requests over the existing paper system?*

Requests submitted more than 7 days in advance of travel were considered timely, while those submitted 7 or fewer days prior to travel were considered late. Information was gathered from both the paper and electronic system. The date the request was submitted and the actual date of travel were used to determine timeliness (see Table 8). Roughly 11 percent of the requests submitted electronically were submitted late as compared to nearly 8 percent of the paper requests. A simple chi-square was calculated on these results but no significant difference was found.

**TABLE 8**  
**COMPARISON OF TIMELINESS BETWEEN PAPER VERSUS ELECTRONIC**  
**SYSTEMS EVALUATING APPROVED REQUESTS ONLY**  
N=555

	System	
	Electronic N=387	Paper N=168
Timely	89.2%	92.3%
Late	10.8%	7.7%
<b>TOTAL</b>	<b>100.0%</b>	<b>100.0%</b>

$\chi^2 = 1.273$      $df = 1$      $p = .2492$

**Research Question 6**

*Will the use of an electronic request processing system lead to fewer backdated travel requests over the existing paper system?*

Information was gathered from both the paper and electronic system. The date the request was approved and the actual date of travel were used to determine calculate whether a request was backdated (see Table 9). A request was considered backdated if it was approved after the date of actual travel. A little over 8 percent of the requests submitted electronically were backdated as compared to over 21 percent of the paper requests. A simple chi-square was calculated on these results and a significant difference was found at a confidence level of 99 percent.

**TABLE 9**  
**COMPARISON OF BACK DATED REQUESTS BETWEEN PAPER VERSUS**  
**ELECTRONIC SYSTEMS EVALUATING APPROVED REQUESTS ONLY**  
 N=555

	System	
	Electronic N=387	Paper N=168
Backdated	8.3%	21.4%
Not Backdated	91.7	78.6
<b>TOTAL</b>	<b>100%</b>	<b>100%</b>

$\chi^2 = 18.87$        $df = 1$       \*  $p < .001$

## **Summary**

The web-based system proposed for this study was successfully designed and implemented and is currently in use by AESP/TFSP. Statistical analysis indicates that the requests processed by the electronic system are completed faster and further in advance than those processed on paper. In addition, there are fewer backdated travel requests when the electronic system is used. These findings will be discussed further in the following chapter.



## **CHAPTER V**

### **SUMMARY, CONCLUSIONS AND RECOMMENDATIONS**

#### **Summary**

The purpose of this study was to develop and evaluate a practical implementation of online information processing for the NASA Aerospace Education Services Program and Teaching From Space Program. Specifically, a web-based travel authorization system was developed, and comparisons were made between the newly developed system and the paper-based process used previously

This study was designed to examine the following research questions:

1. Can a system be built utilizing information processing to facilitate the need of AESP/TFSP for efficient handling of employee travel requests?
2. Will employees submit requests for travel further in advance using an electronic request processing system over the existing paper system?
3. Will travel requests be processed faster using an electronic request processing system over the existing paper system?
4. Will travel requests be completed further in advance of the travel date using an electronic request processing system over the existing paper system?

5. Will the use of an electronic request processing system lead to more timely travel requests over the existing paper system?
6. Will the use of an electronic request processing system lead to fewer backdated travel requests over the existing paper system

The various stakeholders were identified and a needs analysis was conducted. Next, a preliminary version of the electronic form was drafted based on the needs of the various stakeholders. Once the various elements were established, the actual programming was done. As various parts of the system were completed, the system was tested for errors. The programming phase concluded with beta testing.

Once the beta tests were complete, the system was brought online. Initially, the paper system continued to be used to shadow the electronic system, and eventually was discontinued.

The electronic system was evaluated to determine whether or not it is in fact an improvement over the old paper system. Existing historical data from the existing paper system was compared with data generated by the electronic system. Statistical analysis was used when considering each of the specific evaluation questions.

### **Findings**

Based on the results of the study, the evidence supports the following:

1. This study provides proof-of-concept for web-based processing of travel requests, which may be applicable in a corporate environment.

2. Employees do not submit travel requests any earlier using the electronic system.
3. Travel requests are processed faster using the electronic system.
4. Travel requests are completed further in advance of the actual travel date.
5. Employees do not submit travel requests in a more timely manner using the electronic system.
6. Fewer travel requests are backdated using the electronic system.

### **Conclusions**

The reduction in request processing time experienced with the electronic system is no trifling amount. The electronic forms were processed roughly 21 days faster than the paper ones and were completed about 26 days prior to travel. In theory, this should lead to cost savings if ticket prices are less expensive 21 days or more in advance.

It is also important to note that there was no significant difference found in the initial lead-time of the request. Had the electronic forms been entered further in advance, for instance, perhaps because of the novelty of the electronic system, the results would have been skewed in favor of the electronic system.

Use of the Internet need not be limited to simple communication. Information processing systems such as this can be used to provide a greater level of service to the consumer, while simultaneously providing a cost-savings benefit. In this instance, the employee benefits from a speedy and more timely response to a travel request, while it is speculated that OSU benefits from reduced travel costs.

## **Additional Benefits**

There are a number of additional benefits of the electronic system that were not brought to light by the statistical analysis conducted in this study.

The electronic system by nature has more inclusive and more accurate information. At each step of the process, a date and time stamp is applied. The date and time stamps have a high degree of accuracy because the server is synchronized with a network time server on a daily basis. The electronic system uses a variety of validity checks along the way. It is not possible to submit an incomplete form or to initiate a request that is already backdated. The system will not allow certain key fields to be left blank such as “purpose of trip” or how much the per diem is expected to exceed the published rate if 300% reimbursement is requested.

It is assumed that this improvement in accuracy also lightens the workload of the Travel Coordinator since it is no longer necessary to trace back a request because basic information was omitted to begin with. The Travel Coordinator has also been freed of the responsibility of routing all of the necessary paperwork required by the old system. Additionally, should a paper copy of a request (which are still used by OSU ERF) become lost, it can be replaced at the touch of a button.

The electronic system also maintains records that were not available under the paper system. Records of cancelled and disapproved travel are now included in the database. With all of this information available in a centralized database a higher degree of accountability is possible in the event of an audit. It is also possible now to mine this data for trends. The Director, for example, could obtain statistics to show if a particular

NASA center conducts more last-minute travel than the others. It also can be searched to see if any employees are engaged in any unusual travel patterns.

The system is designed to deal with bottlenecks when they occur. In the past, paperwork could become lost in the mail or buried on someone's desk. The electronic system actively polls the pending travel requests and sends reminders to anyone who has not responded within a pre-determined amount of time.

The system also adds a certain measure of convenience. It is available online 24 hours a day, seven days a week. Users can log in at any time and receive tracking information about a pending request instead of having to call the office during normal business hours.

### **Reccomendations**

The design of this system is such that it is not limited to this particular application or industry. It is recommended that the AESP and TFSP program piggyback on this design to expedite other forms processing needs. With modifications, this design could be used to handle leave requests, time and attendance, purchase proposals and document review.

It is technically feasible to link this system to an electronic booking system such as Sabre. This would allow the Travel Coordinator to search for flight itineraries from within the system. It is recommended that AESP consider integrating this feature provided the cost of access (to Sabre) is reasonable.

The strength of the design is the ability to route a form to a group of geographically dispersed people. The system design is recommended for any business with multiple offices or locations to improve the efficiency of inter-office processes.

There are several avenues for further research. Because of deficiencies in the historic data, it was not possible to measure specific monetary savings. With a different research design (two organizations running each type of system concurrently perhaps) it may be possible to determine whether the time savings produced by the electronic system does in fact translate to a monetary savings as well.

It may also be interesting to examine whether the extra time savings found in the AESP / TFSP system allows the Travel Coordinator greater flexibility to accommodate the particular travel preferences of the individual employee. If so, does this affect employee morale during travel?

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## APPENDIX A: TAF.HTML

*This is the online form used for the initial data entry of each travel request.*

```
<html>
<title>OSU Travel Authorization Form</title>
<body bgcolor="white">
<form action="FMPro" method="post">
<input type="hidden" name="-db" value="TAF"><input type="hidden" name="-lay"
value="entry"><font color="white"><input type="hidden" name="-Script"
value="ValidateEmail"></font><input type="hidden" name="-FORMAT"
value="review.html">
<table border="2" cellpadding="0" cellspacing="2">
<tr>
<td colspan="2">
<center>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td>
<center>
</center>
</td>
<td>
<center>Oklahoma State University
<p>NASA Aerospace Education Services Program/Teaching From Space Program</p>
<p><b>Travel Authorization Request</b></center>
</td>
<td></td>
</tr>
</table>
</center>
</td>
</tr>
<tr>
<td colspan="2">
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td><font size="2"><br>
</font></td>
<td>
<center>
<font size="2"><b>Email Address:</b></font><input type="text" name="Email"
size="35"><font size="2"></font><br>
</center>
```

```

</td>
<td></td>
</tr>
<tr>
<td colspan="3">
<center>
<i><input type="radio" name="Contract" value=" AESP (NASW-5043)"> AESP
(NASW-5043)<input type="radio" name="Contract" value=" TFSP (NCC5-185)"> TFSP
(NCC5-185)</i></center>
</td>
</tr>
<tr>
<td colspan="3">
<center>
<font size="2"><b>Purpose of Trip:</b></font><input type="text" name="Purpose"
size="65"></center>
</td>
</tr>
</table>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Air Transportation</b></font></center>
<div align="left">
<p><font size="2"><input type="checkbox" name="AirPref"
value="Aisle">Aisle</font><br>
<font size="2"><input type="checkbox" name="AirPref"
value="Window">Window<br>
<input type="checkbox" name="AirPref" value="Front"> Front</font><br>
<font size="2"><input type="checkbox" name="AirPref" value="Rear">
Rear</font></p>
</div>
<center>
<p><font size="2"><b>Preferred Airline:</b></font><select name="Airline" size="1">
<option >
<option value="HP - America West">America West
<option value="AA - American">American
<option value="CO - Continental">Continental
<option value="DL - Delta">Delta
<option value="NW - Northwest">Northwest
<option value="WN - Southwest">Southwest
<option value="TW - TWA">TWA
<option value="UA - United">United
<option value="US - USAir">USAir

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```

<option value="OT - Other">Other
</select></center>
</td>
<td>
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</td>
<td rowspan="2" bgcolor="#ccfff">
<center>
<font size="2"><b>Preferred</b></font><font size="2"><br>
<b>Depart</b><br>
<b>Time</b></font></center>
</td>
<td colspan="2" bgcolor="#ccfff">
<center>
<font size="2"><b>From:</b></font></center>
</td>
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<font size="2"><b>To:</b></font></center>
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<td rowspan="2" bgcolor="#ffff99">
<center>
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<b>Arrival</b><br>
<b>Time</b></font></center>
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<tr>
<td bgcolor="#ccfff">
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</td>
<td bgcolor="#ccfff">
<center>
<font size="2"><b>State</b></font></center>
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<td bgcolor="#ffff99">
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<td bgcolor="#ffff99">
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<font size="2"><b>State</b></font></center>
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<td bgcolor="#ccfff"><input type="text" name="DDate" size="10"></td>
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<option >8A-12N
<option >12N-4P
<option >4P-7P
<option >Aft 7P
</select></div>
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<div align="left">
<input type="text" name="FCity" size="18"></div>
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<td bgcolor="#ccfff">
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<select name="FState" size="1">
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<option >MD

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<option >UT
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<option >VI
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<option >SD
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<option >WV
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</select></td>
<td bgcolor="#ffff99"><select name="ArrivePref" size="1">
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<option >8A-12N
<option >12N-4P
<option >4P-7P
<option >Aft 7P
</select></td>
</tr>
</table>
</td>
</tr>
<tr>
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<center>
<font size="2"><b>Ground Transportation</b></font></center>
<div align="left">
<p><font size="2"><input type="checkbox" name="Ground" value="Train"> Train<br>
<input type="checkbox" name="Ground" value="Subway"> Subway<br>
<input type="checkbox" name="Ground" value="Taxi"> Taxi<br>
<input type="checkbox" name="Ground" value="AEU"> AEU<br>
<input type="checkbox" name="Ground" value="Personal Vehicle"> Personal
Vehicle<br>
<input type="checkbox" name="Ground" value="Personal Airplane"> Personal
Airplane</font></div>
</td>
<td>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td colspan="7">
<center>
<font size="2"><b>Complete this portion for Personal Vehicle / Airplane or AEU at
300% Per Diem</b></font></center>
</td>

```



```

</tr>
<tr>
<td rowspan="2" bgcolor="#ffba39">
<center>
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</td>
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<td bgcolor="#ffba39" colspan="2">
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<center>
<font size="2"><b>To:</b></font></center>
</td>
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<font size="2"><b>Miles</b></font></center>
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<tr>
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<td bgcolor="#ffba39"><input type="text" name="PVTime" size="10"></td>

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```

```
<option >UT
<option >VA
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</select></td>
<td bgcolor="#d0ff3a"><input type="text" name="PVToCity" size="18"></td>
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<option >NE
<option >NH
<option >NJ
<option >NM
<option >NV
<option >NY
<option >OH
```

```

<option >OK
<option >OR
<option >PA
<option >RI
<option >SC
<option >SD
<option >TN
<option >TX
<option >UT
<option >VA
<option >VT
<option >WA
<option >WI
<option >WV
<option >WY
</select></td>
<td bgcolor="#d0ff3a"><input type="text" name="PVMiles" size="5"></td>
</tr>
<tr>
<td bgcolor="#ffba39"><input type="text" name="PVDate" size="10"></td>
<td bgcolor="#ffba39"><input type="text" name="PVTime" size="10"></td>
<td bgcolor="#ffba39"><input type="text" name="PVFCity" size="18"></td>
<td bgcolor="#ffba39"><select name="PVFState" size="1">
<option >
<option >AK
<option >AL
<option >AR
<option >AZ
<option >CA
<option >CO
<option >CT
<option >DC
<option >DE
<option >FL
<option >GA
<option >IA
<option >ID
<option >IL
<option >IN
<option >KS
<option >KY
<option >LA
<option >MA
<option >MD
<option >ME
<option >MI

```

```
<option >MN
<option >MO
<option >MS
<option >MT
<option >NC
<option >ND
<option >NE
<option >NH
<option >NJ
<option >NM
<option >NV
<option >NY
<option >OH
<option >OK
<option >OR
<option >PA
<option >RI
<option >SC
<option >SD
<option >TN
<option >TX
<option >UT
<option >VA
<option >VT
<option >WA
<option >WI
<option >WV
<option >WY
</select></td>
<td bgcolor="#d0ff3a"><input type="text" name="PVToCity" size="18"></td>
<td bgcolor="#d0ff3a"><select name="PVToState" size="1">
<option >
<option >AK
<option >AL
<option >AR
<option >AZ
<option >CA
<option >CO
<option >CT
<option >DC
<option >DE
<option >FL
<option >GA
<option >IA
<option >ID
<option >IL
```

```
<option >IN
<option >KS
<option >KY
<option >LA
<option >MA
<option >MD
<option >ME
<option >MI
<option >MN
<option >MO
<option >MS
<option >MT
<option >NC
<option >ND
<option >NE
<option >NH
<option >NJ
<option >NM
<option >NV
<option >NY
<option >OH
<option >OK
<option >OR
<option >PA
<option >RI
<option >SC
<option >SD
<option >TN
<option >TX
<option >UT
<option >VA
<option >VT
<option >WA
<option >WI
<option >WV
<option >WY
</select></td>
<td bgcolor="#d0ff3a"><input type="text" name="PVMiles" size="5"></td>
</tr>
<tr>
<td bgcolor="#ffba39"><input type="text" name="PVDate" size="10"></td>
<td bgcolor="#ffba39"><input type="text" name="PVTime" size="10"></td>
<td bgcolor="#ffba39"><input type="text" name="PVFCity" size="18"></td>
<td bgcolor="#ffba39"><select name="PVFState" size="1">
<option >
<option >AK
```

<option >AL  
<option >AR  
<option >AZ  
<option >CA  
<option >CO  
<option >CT  
<option >DC  
<option >DE  
<option >FL  
<option >GA  
<option >IA  
<option >ID  
<option >IL  
<option >IN  
<option >KS  
<option >KY  
<option >LA  
<option >MA  
<option >MD  
<option >ME  
<option >MI  
<option >MN  
<option >MO  
<option >MS  
<option >MT  
<option >NC  
<option >ND  
<option >NE  
<option >NH  
<option >NJ  
<option >NM  
<option >NV  
<option >NY  
<option >OH  
<option >OK  
<option >OR  
<option >PA  
<option >RI  
<option >SC  
<option >SD  
<option >TN  
<option >TX  
<option >UT  
<option >VA  
<option >VT  
<option >WA

```
<option >WI
<option >WV
<option >WY
</select></td>
<td bgcolor="#d0ff3a"><input type="text" name="PVToCity" size="18"></td>
<td bgcolor="#d0ff3a"><select name="PVToState" size="1">
<option >
<option >AK
<option >AL
<option >AR
<option >AZ
<option >CA
<option >CO
<option >CT
<option >DC
<option >DE
<option >FL
<option >GA
<option >IA
<option >ID
<option >IL
<option >IN
<option >KS
<option >KY
<option >LA
<option >MA
<option >MD
<option >ME
<option >MI
<option >MN
<option >MO
<option >MS
<option >MT
<option >NC
<option >ND
<option >NE
<option >NH
<option >NJ
<option >NM
<option >NV
<option >NY
<option >OH
<option >OK
<option >OR
<option >PA
<option >RI
```



```

<option >SC
<option >SD
<option >TN
<option >TX
<option >UT
<option >VA
<option >VT
<option >WA
<option >WI
<option >WV
<option >WY
</select></td>
<td bgcolor="#d0ff3a"><input type="text" name="PVMiles" size="5"></td>
</tr>
</table>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Rental Vehicle</b></font></center>
<div align="left">
<p><font size="2"><input type="radio" name="RentType" value="Standard
(compact)"> Standard (compact)<br>
<input type="radio" name="RentType" value="Other"> Other</font><font size="2">
(specify below)</font></p>
</div>
<center>
<p><font size="2"><input type="text" name="RentOther" size="8"></font></center>
</td>
<td bgcolor="#e6e6fa">
<div align="left">
<font size="2"><b>Justification for use of rental car:</b></font></div>
<center>
<p><font size="2"><textarea name="Rental" rows="4" cols="80">
</textarea>
<table border="1" cellpadding="0" cellspacing="2" width="100%" bgcolor="#e6e6fa">
<tr>
<td rowspan="2">
<center>
<font size="2"><b>Rental Vehicle:</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Pick-up Date</b></font></center>
</td>

```

```

<td>
<center>
<font size="2"><b>Pick-up Location</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Drop-off Date</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Drop-off Location</b></font></center>
</td>
</tr>
<tr>
<td><input type="text" name="RentPUDate" size="10"></td>
<td><input type="text" name="RentPUPlace" size="18"></td>
<td><input type="text" name="RentDODate" size="10"></td>
<td><input type="text" name="RentDOPlace" size="18"></td>
</tr>
</table>
</font></center>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Per Diem Request</b></font></center>
<div align="left">
<p><font size="2"><input type="radio" name="PerDiem" value="Published Rate">
Published Rate<br>
<input type="radio" name="PerDiem" value="Up to 300% Lodging"> Up to 300%
Lodging</font></p>
</div>
<center>
<p><font size="2"><b>Est. Cost/Night</b></font><br>
<font size="2"><b>Over Published Rate</b></font></p>
<p><font size="2"><input type="text" name="over" size="5"></font></center>
</td>
<td>
<div align="left">
<font size="2"><b>
<table border="0" cellpadding="0" cellspacing="2">
<tr>
<td width="100%"><font size="2"><b>Justification for 300% Lodging Per
Diem:</b></font>
<div align="left">

```

```

<p><textarea name="HighPD" rows="2" cols="40">
</textarea></div>
</td>
</tr>
<tr>
<td width="100%">
<div align="left">
<font size="2"><b>Comments:</b></font>
<p><textarea name="Comments" rows="2" cols="40">
</textarea></div>
</td>
</tr>
</table>
</b></font></div>
<center>
<p>&nbsp;</center>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Hotel Arrangements By</b></font></center>
<div align="left">
<p><font size="2"><input type="radio" name="Hotel" value="OSU"> OSU<br>
<input type="radio" name="Hotel" value="Employee"> Employee</font></div>
</td>
<td rowspan="2"></td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Registration Fee</b></font>
<p><font size="2"><input type="text" name="Registration" size="8"></font></p>
<p><font size="2"><b>Prepaid By</b></font></p>
</center>
<div align="left">
<p><font size="2"><input type="radio" name="RegPaidBy" value="OSU"> OSU<input
type="radio" name="RegPaidBy" value="Employee"> Employee</font></div>
</td>
</tr>
</table>
<p><input type="submit" name="-NEW" value="Submit Form"><input type="reset"
value="Clear Form">
</form>
</body>
</html>

```

## APPENDIX B: VALIDATE EMAIL SCRIPT

*This script performs validity testing following initial data entry.*

```
Set Field Error
Calculation 0
Set Field First
Calculation Specialist Email::First
Set Field Last
Calculation Specialist Email::Last
Set Field SSNo
Calculation Specialist Email::SS#
Set Field Center
Calculation Specialist Email::Cost Center
If Calculation IsEmpty(Last)
    Set Field Error
    Calculation 7
    Exit Script
End If
If Calculation (IsEmpty(DDate) and IsEmpty(PVDate) and Registration = 0) or
(IsEmpty(PVToCity)
and IsEmpty(ToCity) and Registration = 0 not IsEmpty( Rental))
    Set Field Error
    Calculation 6
    Speak Speech Data:
    Speak: Insufficient data entered.
    Wait for completion
    Exit Script
End If
If Calculation ((GetRepetition(DDate, 1)<Status(CurrentDate)-30) and not
(IsEmpty(GetRepetition(DDate, 1))))
or
((GetRepetition(DDate, 2)<Status(CurrentDate)-30) and not
(IsEmpty(GetRepetition(DDate, 2))))
or
((GetRepetition(DDate, 3)<Status(CurrentDate)-30) and not
(IsEmpty(GetRepetition(DDate, 3))))
or
((GetRepetition(PVDate, 1)<Status(CurrentDate)-30)and not
(IsEmpty(GetRepetition(PVDate, 1))))
or
((GetRepetition(PVDate, 2)<Status(CurrentDate)-30)and not
(IsEmpty(GetRepetition(PVDate, 2))))
or
```

```

((GetRepetition(PVDate, 3)<Status(CurrentDate)-30)and not
(IsEmpty(GetRepetition(PVDate, 3))))
Set Field Error
Calculation 1
Speak Speech Data:
Speak: Bad date!
Wait for completion
Exit Script
End If
If Calculation Length(HighPD) > 126
Set Field Error
Calculation 2
Exit Script
End If
If Calculation Length(Comments) > 205
Set Field Error
Calculation 3
Exit Script
End If
If Calculation PerDiem = "Up to 300% Lodging"
If Calculation IsEmpty(HighPD)
Set Field Error
Calculation 4
Exit Script
End If
If Calculation over=0 or IsEmpty(over)
Set Field Error
Calculation 5
Exit Script
End If
End If
If Calculation IsEmpty(RegPaidBy) not (IsEmpty(Registration) or Registration=0)
Set Field Error
Calculation 8
End If

```

## APPENDIX C: ERROR.HTML

*This form is triggered by unexpected internal errors generated by FMPro.*

```
<html>
<head>
<title>Travel Authorization Form Review</title>
<meta name="generator" content="GoLive CyberStudio 3">
</head>
<body bgcolor="#009900">
<center>
<h1><font color="white">[FMP-If: CurrentError .eq. 4]Error</font></h1>
</center>
<div align="left">
<h3><font color="white">Please do not press return after entering your password. Press
the &quot;Back&quot; button on your browser and use the &quot;Submit&quot; button
instead.</font></h3>
<h3><font color="white">[fmp-ELSE]</font></h3>
<h3><font color="white">[FMP-CurrentError] Occured - please contact<a
href="mailto:brian@aesp.nasa.okstate.edu">brian@aesp.nasa.okstate.edu</a></font></h
3>
<h3><font color="white">[/FMP-IF]</font></h3>
</div>
</body>
</html>
```

## APPENDIX D: REVIEW.HTML

*This form presents the results of the data validity tests and informs the user of any errors found. If none are found, the user is asked to review the data and to enter a password to submit the travel request.*

```
<html>
<head>
<title>Travel Authorization Form Review</title>
<meta name="generator" content="GoLive CyberStudio 3">
</head>
<body bgcolor="#009900">
<center>
<h1><font color="white">[FMP-IF: Field: Error .eq. 0]Review for
Signature</font></h1>
</center>
<div align="left">
<h3><font color="white">Please review the information on the form. If there are errors,
use your browser's &quot;Back&quot; button and make corrections. If all of the
information is correct, please enter your password for your electronic
signature.</font></h3>
</div>
<center>
<p><font color="white">
<form action="FMPro" method="post">
<input type="hidden" name="-RecID" value="[FMP-currentrecid]"><input
type="hidden" name="-db" value="TAF"><input type="hidden" name="-lay"
value="entry"><input type="hidden" name="-Script" value="InformCPO"><input
type="hidden" name="-format" value="signed.html"><input type="hidden" name="-
Error" value="error.html">
<table border="2" cellpadding="0" cellspacing="2" bgcolor="white">
<tr>
<td colspan="2">
<center>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td>
<center>
</center>
</td>
<td>
<center>Oklahoma State University
<p>NASA Aerospace Education Services Program/Teaching From Space Program</p>
<p><b>Travel Authorization Request</b></center>

```

```

</td>
<td></td>
</tr>
</table>
</center>
</td>
</tr>
<tr>
<td colspan="2">
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td><font size="2"><u>[FMP-Field: Center]</u><br>
<b>Center</b></font></td>
<td><font size="2"><u>[FMP-Field: Last]</u></font><font size="2"><br>
</font><font size="2"><b>Last Name</b></font></td>
<td><font size="2"><u>[FMP-Field: First]</u></font><font size="2"><br>
</font><font size="2"><b>First Name</b></font></td>
</tr>
<tr>
<td colspan="3">
<center>
<i>[FMP-Field: Contract]</i></center>
</td>
</tr>
<tr>
<td colspan="3">
<div align="left">
<font size="2"><b>Purpose of Trip:</b></font><font size="2">[FMP-Field:
Purpose]</font></div>
</td>
</tr>
</table>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Air Transportation</b></font>
<p><font size="2">[FMP-Field: AirPref]</font></p>
<p><font size="2"><b>Preferred Airline:</b></font></p>
<p><font size="2">[FMP-Field: Airline]</font></center>
</td>
</tr>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td rowspan="2" bgcolor="#ccffff">

```



```

<center>
<font size="2"><b>Date</b></font></center>
</td>
<td rowspan="2" bgcolor="#ccfff">
<center>
<font size="2"><b>Preferred</b></font><font size="2"><br>
<b>Depart</b><br>
<b>Time</b></font></center>
</td>
<td colspan="2" bgcolor="#ccfff">
<center>
<font size="2"><b>From:</b></font></center>
</td>
<td colspan="2" bgcolor="#ffff99">
<center>
<font size="2"><b>To:</b></font></center>
</td>
<td rowspan="2" bgcolor="#ffff99">
<center>
<font size="2"><b>Preferred</b><br>
<b>Arrival</b><br>
<b>Time</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ccfff">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#ccfff">
<center>
<font size="2"><b>State</b></font></center>
</td>
<td bgcolor="#ffff99">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#ffff99">
<center>
<font size="2"><b>State</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ccfff"><font size="2">[FMP-Repeating: DDate][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>

```

```

<td bgcolor="#ccfff"><font size="2">[FMP-Repeating: DepartPref][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ccfff">
<div align="left">
<font size="2">[FMP-Repeating: FCity][FMP-RepeatingItem]<br>
[/FMP-Repeating]</font></div>
</td>
<td bgcolor="#ccfff">
<div align="left">
<font size="2">[FMP-Repeating: FState][FMP-RepeatingItem]</font><br>
<font size="2">[/FMP-Repeating]</font></div>
</td>
<td bgcolor="#ffff99"><font size="2">[FMP-Repeating: ToCity][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffff99"><font size="2">[FMP-Repeating: ToState][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffff99"><font size="2">[FMP-Repeating: ArrivePref][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
</tr>
</table>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Ground Transportation</b></font>
<p><font size="2">[FMP-Field: Ground]</font></center>
</td>
<td>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td rowspan="2" bgcolor="#ffba39">
<center>
<font size="2"><b>Date</b></font></center>
</td>
<td rowspan="2" bgcolor="#ffba39">
<center>
<font size="2"><b>Departure</b></font><br>
<font size="2"><b>Time</b></font></center>
</td>
<td bgcolor="#ffba39" colspan="2">
<center>

```

```

<font size="2"><b>From:</b></font></center>
</td>
<td bgcolor="#d0ff3a" colspan="2">
<center>
<font size="2"><b>To:</b></font></center>
</td>
<td rowspan="2" bgcolor="#d0ff3a">
<center>
<font size="2"><b>Est.</b></font><br>
<font size="2"><b>Miles</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ffba39">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#ffba39">
<center>
<font size="2"><b>State</b></font></center>
</td>
<td bgcolor="#d0ff3a">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#d0ff3a">
<center>
<font size="2"><b>State</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVDate][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVTime][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVFCity][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVFState][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#d0ff3a"><font size="2">[FMP-Repeating: PVTocity][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>

```

```

<td bgcolor="#d0ff3a"><font size="2">[FMP-Repeating: PVTToState][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#d0ff3a">
<div align="right">
<font size="2">[FMP-Repeating: PVMiles][FMP-RepeatingItem]<br>
[/FMP-Repeating]</font></div>
</td>
</tr>
</table>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Rental Vehicle</b></font>
<p><font size="2">[FMP-Field: RentType]<br>
[FMP-Field: RentOther]</font></center>
</td>
<td bgcolor="#e6e6fa">
<div align="left">
<font size="2"><b>Justification for use of rental car:</b></font></div>
<center>
<p><font size="2">[FMP-Field: Rental]
<table border="1" cellpadding="0" cellspacing="2" width="100%" bgcolor="#e6e6fa">
<tr>
<td rowspan="2">
<center>
<font size="2"><b>Rental Vehicle:</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Pick-up Date</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Pick-up Location</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Drop-off Date</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Drop-off Location</b></font></center>
</td>

```

```

</tr>
<tr>
<td><font size="2">[FMP-Field: RentPUDate]</font></td>
<td><font size="2">[FMP-Field: RentPUPlace]</font></td>
<td><font size="2">[FMP-Field: RentDODate]</font></td>
<td><font size="2">[FMP-Field: RentDOPlace]</font></td>
</tr>
</table>
</font></center>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Per Diem Request</b></font>
<p><font size="2">[FMP-Field: PerDiem]</font></p>
<p><font size="2"><b>Est. Cost/Night</b></font><br>
<font size="2"><b>Over Published Rate</b></font></p>
<p><font size="2">[FMP-Field: over]</font></center>
</td>
<td><font size="2"><b>
<table border="0" cellpadding="0" cellspacing="2" width="50%" height="100%">
<tr>
<td><font size="2"><b>Justification for 300% Lodging Per Diem:</b></font>
<div align="left">
<p><font size="2">[FMP-Field: HighPD]</font></div>
</td>
</tr>
<tr>
<td>
<div align="left">
<font size="2"><b>Comments:</b></font>
<p><font size="2">[FMP-Field: Comments]</font></div>
</td>
</tr>
</table>
</b></font>
<div align="left">
<p>&nbsp;</div>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Hotel Arrangements By</b></font>
<p><font size="2">[FMP-Field: Hotel]</font></center>

```

```

</td>
<td rowspan="2">Password:<input type="password" name="Epass" size="24"></td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Registration Fee</b></font>
<p><font size="2">[FMP-Field: Registration]</font></p>
<p><font size="2"><b>Prepaid By</b></font></p>
<p><font size="2">[FMP-Field: RegPaidBy]</font></center>
</td>
</tr>
</table>
</font></p>
</center>
<div align="left">
<p><font color="white"><input type="submit" name="-edit" value="Sign Form"><input
type="reset" value="Reset"></font><font color="white">
</form>
[/FMP-IF]</font></p>
</div>
<center>
<h1><font color="white">[FMP-IF: Field: Error .eq. 7]User Unknown</font></h1>
</center>
<div align="left">
<h3><font color="white">The email address[FMP-Field: Email] is not on file. Please
press the &quot;Back&quot; button on your browser to correct it.[/FMP-IF]</font></h3>
</div>
<center>
<h1><font color="white">[FMP-IF: Field: Error .eq. 6]Insufficient
Information</font></h1>
</center>
<div align="left">
<h3><font color="white">There does not appear to be sufficient information to process
your request. You have not supplied any travel dates nor are you requesting
reimbursement for a registration fee. Please press the &quot;Back&quot; button on your
browser to add the missing information.[/FMP-IF]</font></h3>
</div>
<center>
<h3>
<h1><font color="white">[FMP-IF: Field: Error .eq. 1]Invalid Date</font></h1>
</h3>
</center>
<div align="left">

```

<h3><font color="white">At least one of your travel dates appears to be invalid. You are either requesting travel in the past or neglected to use a four digit year for at least one of your dates.[/FMP-IF]</font></h3>

</div>

<center>

<h1><font color="white">[FMP-IF: Field: Error .eq. 2]Please Shorten Your Response!</font></h1>

</center>

<div align="left">

<h3><font color="white">Your entry for &quot;Justification of 300% per diem&quot; is too lengthy to fit on the form. Please shorten your remarks to no more than 126 characters.[/FMP-IF]</font></h3>

</div>

<center>

<h3>

<h1><font color="white">[FMP-IF: Field: Error .eq. 3]Please Shorten Your Response!</font></h1>

</h3>

</center>

<div align="left">

<h3><font color="white">Your entry for &quot;Comments&quot; is too lengthy to fit on the form. Please shorten your remarks to no more than 205 characters.[/FMP-IF]</font></h3>

</div>

<center>

<h3>

<h1><font color="white">[FMP-IF: Field: Error .eq. 4]Required Information Missing</font></h1>

</h3>

</center>

<div align="left">

<h3><font color="white">When you request 300% per diem, you must include a rationale for the higher amount.[/FMP-IF]</font></h3>

</div>

<center>

<h3>

<h1><font color="white">[FMP-IF: Field: Error .eq. 5]Required Information Missing</font></h1>

</h3>

</center>

<div align="left">

<h3><font color="white">When you request 300% per diem, you must specify how much per night you expect to surpass the published rate.[/FMP-IF]</font></h3>

</div>

<center>

```
<h1><font color="white">[FMP-IF: Field: Error .eq. 8]Required Information
Missing</font></h1>
</center>
<div align="left">
<h3>
<h3><font color="white">When you enter an amount for a registration fee, you must
specify whether it is to be prepaid by OSU or yourself.[/FMP-if]</font></h3>
</h3>
</div>
</body>
</html>
```



## APPENDIX E: SIGNED.HTML

*This form is used to acknowledge the entry of a correct password for an electronic signature. It also informs the user if an invalid password was entered.*

```
<html>
<head>
<title>Travel Authorization Form Review</title>
<meta name="generator" content="GoLive CyberStudio 3">
</head>

<body bgcolor="white">
<center>
<h1><font color="black">[FMP-If: Field: InvalidPass .eq. 1]Invalid
Password</font></h1>
<p><font color="black">Please press the &quot;Back&quot; button on your browser and
enter a valid password.</font></p>
<h1><font color="black">[FMP-ELSE]</font></h1>
<h1><font color="black">
<table border="1" cellpadding="0" cellspacing="2" width="494" bgcolor="#ffd700">
<tr>
<td bgcolor="#faf0e6">
<center>
<h1><font color="black">Thank-you</font></h1>
</center>
<p><font color="black">The information has been accepted and has been forwarded for
processing. If you wish to retain a copy for your files, click the &quot;Print&quot; button
on your browser.</font></p>
<p><font color="black"><b>The reference number for this request is #[FMP-Field:
Serial].</b></font></td>
</tr>
</table>
</font></h1>
<p>
<table border="2" cellpadding="0" cellspacing="2" bgcolor="white">
<tr>
<td colspan="2">
<center>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td>
<center>
</center>
</td>

```

```

<td>
<center>Oklahoma State University
<p>NASA Aerospace Education Services Program/Teaching From Space Program</p>
<p><b>Travel Authorization Request</b></center>
</td>
<td></td>
</tr>
</table>
</center>
</td>
</tr>
<tr>
<td colspan="2">
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td><font size="2"><u>[FMP-Field: Center]</u><br>
<b>Center</b></font></td>
<td><font size="2"><u>[FMP-Field: Last]</u></font><font size="2"><br>
</font><font size="2"><b>Last Name</b></font></td>
<td><font size="2"><u>[FMP-Field: First]</u></font><font size="2"><br>
</font><font size="2"><b>First Name</b></font></td>
</tr>
<tr>
<td colspan="3">
<center>
<i>[FMP-Field: Contract]</i></center>
</td>
</tr>
<tr>
<td colspan="3">
<div align="left">
<font size="2"><b>Purpose of Trip:</b></font><font size="2">[FMP-Field:
Purpose]</font></div>
</td>
</tr>
</table>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Air Transportation</b></font>
<p><font size="2">[FMP-Field: AirPref]</font></p>
<p><font size="2"><b>Preferred Airline:</b></font></p>
<p><font size="2">[FMP-Field: Airline]</font></center>
</td>

```

```

<td>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td rowspan="2" bgcolor="#ccfff">
<center>
<font size="2"><b>Date</b></font></center>
</td>
<td rowspan="2" bgcolor="#ccfff">
<center>
<font size="2"><b>Preferred</b></font><font size="2"><br>
<b>Depart</b><br>
<b>Time</b></font></center>
</td>
<td colspan="2" bgcolor="#ccfff">
<center>
<font size="2"><b>From:</b></font></center>
</td>
<td colspan="2" bgcolor="#ffff99">
<center>
<font size="2"><b>To:</b></font></center>
</td>
<td rowspan="2" bgcolor="#ffff99">
<center>
<font size="2"><b>Preferred</b><br>
<b>Arrival</b><br>
<b>Time</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ccfff">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#ccfff">
<center>
<font size="2"><b>State</b></font></center>
</td>
<td bgcolor="#ffff99">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#ffff99">
<center>
<font size="2"><b>State</b></font></center>
</td>
</tr>

```

```

<tr>
<td bgcolor="#ccffff"><font size="2">[FMP-Repeating: DDate][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ccffff"><font size="2">[FMP-Repeating: DepartPref][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ccffff">
<div align="left">
<font size="2">[FMP-Repeating: FCity][FMP-RepeatingItem]<br>
[/FMP-Repeating]</font></div>
</td>
<td bgcolor="#ccffff">
<div align="left">
<font size="2">[FMP-Repeating: FState][FMP-RepeatingItem]<br>
[/FMP-Repeating]</font></div>
</td>
<td bgcolor="#ffff99"><font size="2">[FMP-Repeating: ToCity][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffff99"><font size="2">[FMP-Repeating: ToState][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffff99"><font size="2">[FMP-Repeating: ArrivePref][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
</tr>
</table>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Ground Transportation</b></font>
<p><font size="2">[FMP-Field: Ground]</font></center>
</td>
</tr>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td rowspan="2" bgcolor="#ffba39">
<center>
<font size="2"><b>Date</b></font></center>
</td>
<td rowspan="2" bgcolor="#ffba39">
<center>
<font size="2"><b>Departure</b></font><br>

```

```

<font size="2"><b>Time</b></font></center>
</td>
<td bgcolor="#ffba39" colspan="2">
<center>
<font size="2"><b>From:</b></font></center>
</td>
<td bgcolor="#d0ff3a" colspan="2">
<center>
<font size="2"><b>To:</b></font></center>
</td>
<td rowspan="2" bgcolor="#d0ff3a">
<center>
<font size="2"><b>Est.</b></font><br>
<font size="2"><b>Miles</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ffba39">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#ffba39">
<center>
<font size="2"><b>State</b></font></center>
</td>
<td bgcolor="#d0ff3a">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#d0ff3a">
<center>
<font size="2"><b>State</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVDate][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVTTime][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVFCity][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVFState][FMP-
RepeatingItem]<br>

```

```

[/FMP-Repeating]</font></td>
<td bgcolor="#d0ff3a"><font size="2">[FMP-Repeating: PVTtoCity][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#d0ff3a"><font size="2">[FMP-Repeating: PVTtoState][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#d0ff3a">
<div align="right">
<font size="2">[FMP-Repeating: PVMiles][FMP-RepeatingItem]<br>
[/FMP-Repeating]</font></div>
</td>
</tr>
</table>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Rental Vehicle</b></font>
<p><font size="2">[FMP-Field: RentType]<br>
[FMP-Field: RentOther]</font></center>
</td>
<td bgcolor="#e6e6fa">
<div align="left">
<font size="2"><b>Justification for use of rental car:</b></font></div>
<center>
<p><font size="2">[FMP-Field: Rental]
<table border="1" cellpadding="0" cellspacing="2" width="100%" bgcolor="#e6e6fa">
<tr>
<td rowspan="2">
<center>
<font size="2"><b>Rental Vehicle:</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Pick-up Date</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Pick-up Location</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Drop-off Date</b></font></center>
</td>

```

```

<td>
<center>
<font size="2"><b>Drop-off Location</b></font></center>
</td>
</tr>
<tr>
<td><font size="2">[FMP-Field: RentPUDate]</font></td>
<td><font size="2">[FMP-Field: RentPUPlace]</font></td>
<td><font size="2">[FMP-Field: RentDODate]</font></td>
<td><font size="2">[FMP-Field: RentDOPlace]</font></td>
</tr>
</table>
</font></center>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Per Diem Request</b></font>
<p><font size="2">[FMP-Field: PerDiem]</font></p>
<p><font size="2"><b>Est. Cost/Night</b></font><br>
<font size="2"><b>Over Published Rate</b></font></p>
<p><font size="2">[FMP-Field: over]</font></center>
</td>
<td><font size="2"><b>
<table border="0" cellpadding="0" cellspacing="2" width="50%" height="100%">
<tr>
<td><font size="2"><b>Justification for 300% Lodging Per Diem:</b></font>
<div align="left">
<p><font size="2">[FMP-Field: HighPD]</font></div>
</td>
</tr>
<tr>
<td>
<div align="left">
<font size="2"><b>Comments:</b></font>
<p><font size="2">[FMP-Field: Comments]</font></div>
</td>
</tr>
</table>
</b></font>
<div align="left">
<p>&nbsp;</div>
</td>
</tr>
<tr>

```

```

<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Hotel Arrangements By</b></font>
<p><font size="2">[FMP-Field: Hotel]</font></center>
</td>
<td rowspan="2">
<table border="1" cellpadding="0" cellspacing="2" width="100%" height="100%"
bgcolor="#ffffcc">
<tr>
<td>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td><font size="2">Submitted:</font></td>
<td>
<div align="right">
<font size="2">[FMP-Field: ESDate]</font></div>
</td>
</tr>
</table>
<p><font size="2">
<hr noshade>
</font></p>
<div align="right">
<p><font size="2">
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td>
<div align="left">
<font size="2">Employee</font></div>
</td>
<td>
<div align="right">
<font size="2">Date</font></div>
</td>
</tr>
</table>
</font></div>
</td>
<td>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td>[FMP-If: Field: CSDate .neq.][FMP-If: Field: CPODecision .eq. Y]<font
size="2">Approved:[/FMP-Else]Disapproved[/FMP-if]</font>[/FMP-If]</td>
<td>
<div align="right">
<font size="2">[FMP-Field: CSDate]</font></div>

```



```

</td>
</tr>
</table>
<p><font size="2">
<hr noshade>
</font></p>
<div align="right">
<p><font size="2">
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td>
<div align="left">
<font size="2">Center Pre-College Office (CPO)</font><br>
<font size="2">And/Or Other (See Authorizing Signature List</font></div>
</td>
<td>
<div align="right">
<font size="2">Date</font></div>
</td>
</tr>
</table>
</font></div>
</td>
</tr>
<tr>
<td>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td>[FMP-If: Field: ADSDate .neq.]<font size="2">Approved:</font>[/FMP-If]</td>
<td>
<div align="right">
<font size="2">[FMP-Field: ADSDate]</font></div>
</td>
</tr>
</table>
<p><font size="2">
<hr noshade>
</font></p>
<div align="right">
<p><font size="2">
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td>
<div align="left">
<font size="2">Assistant Director</font></div>
</td>

```

```

<td>
<div align="right">
<font size="2">Date</font></div>
</td>
</tr>
</table>
</font></div>
</td>
<td>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td>[FMP-If: Field: AsDSDate .neq.]<font size="2">Approved:</font>[/FMP-If]</td>
<td>
<div align="right">
<font size="2">[FMP-Field: AsDSDate]</font></div>
</td>
</tr>
</table>
<p><font size="2">
<hr noshade>
</font></p>
<div align="right">
<p><font size="2">
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td>
<div align="left">
<font size="2">Associate Director</font></div>
</td>
<td>
<div align="right">
<font size="2">Date</font></div>
</td>
</tr>
</table>
</font></div>
</td>
</tr>
<tr>
<td>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td>[FMP-If: Field: DSDate .neq.][FMP-If: Field: DirDecision .eq. Y]<font
size="2">Approved:[/FMP-Else]Disapproved[/FMP-if]</font>[/FMP-If]</td>
<td>
<div align="right">

```

```

<font size="2">[FMP-Field: DSDate]</font></div>
</td>
</tr>
</table>
<p><font size="2">
<hr noshade>
</font></p>
<div align="right">
<p><font size="2">
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td>
<div align="left">
<font size="2">Director</font></div>
</td>
<td>
<div align="right">
<font size="2">Date</font></div>
</td>
</tr>
</table>
</font></div>
</td>
<td>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td>[FMP-If: Field: COTRSDate .neq.][FMP-If: Field: COTRDecision .eq. Y]<font
size="2">Approved:[/FMP-Else]Disapproved[/FMP-if]</font>[/FMP-If]</td>
<td><font size="2">[FMP-Field: COTRSDate]</font></td>
</tr>
</table>
<p><font size="2">
<hr noshade>
</font></p>
<div align="right">
<p><font size="2">
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td>
<div align="left">
<font size="2">Technical Monitor</font></div>
</td>
<td>
<div align="right">
<font size="2">Date</font></div>
</td>

```

```
</tr>
</table>
</font></div>
</td>
</tr>
</table>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Registration Fee</b></font>
<p><font size="2">[FMP-Field: Registration]</font></p>
<p><font size="2"><b>Prepaid By</b></font></p>
<p><font size="2">[FMP-Field: RegPaidBy]</font></center>
</td>
</tr>
</table>
[/FMP-if]</center>
</body>
</html>
```

## APPENDIX F: INFORM CPO

*This script is triggered automatically when a new travel request is received. It generates and sends an email message to the first person required to approve the request, generally the Center Precollege Officer.*

```
If Calculation IsEmpty(Epass)
  Set Field InvalidPass
  Calculation 1
  Exit Script
Else
  If Calculation Epass::Password ≠ Epass
    Set Field InvalidPass
    Calculation 1
    Exit Script
  End If
  Set Field InvalidPass
  Calculation 0
  Set Field Subject
  Calculation "A new travel request has been entered for" & First & " " & Last & "."
  Speak Speech Data:
  Field: Subject
  Wait for completion
  If Calculation IsEmpty(DDate) and IsEmpty(DepartPref) and IsEmpty(ToCity) and
  IsEmpty(ToState)
    and IsEmpty(FCity) and IsEmpty(FState) and IsEmpty(ArrivePref)
    Set Field NoFlight
    Calculation 1
  End If
  If Calculation PatternCount(Contract, "AES")
    Set Field Account
    Calculation Center::AESP Account
  End If
  If Calculation PatternCount(Contract, "TFS")
    Set Field Account
    Calculation Center::TFSP Account
  End If
  Set Field ESDate
  Calculation Status(CurrentDate)
  Set Field LRDate
  Calculation Status(CurrentDate)
  Set Field ESTime
  Calculation Status(CurrentTime)
  Set Field LRTime
```

```

Calculation Status(CurrentTime)
Set Field Esig
Calculation Epass::Image
Set Field Clay
Calculation Center::layout
Set Field CPOURL
Calculation "http://atoz.nasa.okstate.edu:591/taf/FMPro?-db=TAF&-format=" & Clay
&
"&Serial="&NumToText(Serial)&"&-find"
Set Field Subject
Calculation First & " " & Last & " Travel Authorization Request"
If Calculation NoFlight=1
  Set Field Emessage
  Calculation "This is an automated message.¶¶A travel authorization form has been
submitted
  which requires your attention. " & First & " " & Last & " is requesting expense
reimbursement for " & Purpose & ".¶Please refer to the following URL to review
this
  request:¶¶" & CPOURL& "¶¶The reference number for this request is #" &
NumToText(Serial)
Else
  Set Field Emessage
  Calculation "This is an automated message.¶¶A travel authorization form has been
submitted
  which requires your attention. " & First & " " & Last & " is requesting travel to " &
If(IsEmpty(DDate), PVToCity & " " & PVToState, ToCity & ", " & ToState) & " on
" &
  If(IsEmpty(DDate), DateToText(PVDate), DateToText(DDate)) & ".¶Please refer to
the following URL to review this request:¶¶" & CPOURL& "¶¶The reference
number for
  this request is #" & NumToText(Serial)
End If
Send Mail To:
No dialog Center::CPOEmail
CC:
Subject:
Subject
Message:
Emessage
Attach:
""
Set Field StepNumber
Calculation 1
End If
If Calculation NoFlight = 1
  Set Field StatDate

```

```
Calculation "Reimbursement Only"  
Else  
  If Calculation PVDate < DDate not IsEmpty(PVDate)  
    Set Field StatDate  
    Calculation DateToText(PVDate)  
  Else  
    Set Field StatDate  
    Calculation DateToText(DDate)  
  End If  
End If
```

## APPENDIX G: CPO.HTML

*This is the travel approval form used by the Center Precollege Officer.*

```

<html>
<head>
<title>Travel Authorization Form Review</title>
<meta name="generator" content="GoLive CyberStudio 3">
</head>
<body bgcolor="#330000">
<center>
<h1><font color="#ffff66">CPO Authorization</font></h1>
<p><font color="#ffff66">[FMP-If: StepNumber .eq. 2] You approved this request
on[FMP-Field: CSDate] at[FMP-Field: CSTime].[/FMP-IF]</font></p>
<p><font color="#ffff66">[FMP-If: StepNumber .gt. 2] You have already approved this
request by[FMP-Field: First][FMP-Field: Last] and further action has already been taken.
If there is a problem with this request, please contact Oklahoma State University
directly.</font></p>
<p>[/FMP-If]</p>
<p>
<form action="FMPro" method="post">
<input type="hidden" name="-RecID" value="[FMP-currentrecid]"><input
type="hidden" name="-db" value="TAF"><input type="hidden" name="-lay"
value="entry"><font color="white"><input type="hidden" name="-Script"
value="InformDirector"></font><input type="hidden" name="-format"
value="signed.html"><font color="white"><input type="hidden" name="-Error"
value="error.html"></font>
<table border="2" cellpadding="0" cellspacing="2" bgcolor="white">
<tr>
<td colspan="2">
<center>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td>
<center>
</center>
</td>
<td>
<center>Oklahoma State University
<p>NASA Aerospace Education Services Program/Teaching From Space Program</p>
<p><b>Travel Authorization Request</b></center>
</td>
<td></td>
</tr>

```



```

</table>
</center>
</td>
</tr>
<tr>
<td colspan="2">
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td><font size="2"><u>[FMP-Field: Center]</u><br>
<b>Center</b></font></td>
<td><font size="2"><u>[FMP-Field: Last]</u></font><font size="2"><br>
</font><font size="2"><b>Last Name</b></font></td>
<td><font size="2"><u>[FMP-Field: First]</u></font><font size="2"><br>
</font><font size="2"><b>First Name</b></font></td>
</tr>
<tr>
<td colspan="3">
<center>
<i>[FMP-Field: Contract]</i></center>
</td>
</tr>
<tr>
<td colspan="3">
<div align="left">
<font size="2"><b>Purpose of Trip:</b></font><font size="2">[FMP-Field:
Purpose]</font></div>
</td>
</tr>
</table>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Air Transportation</b></font>
<p><font size="2">[FMP-Field: AirPref]</font></p>
<p><font size="2"><b>Preferred Airline:</b></font></p>
<p><font size="2">[FMP-Field: Airline]</font></center>
</td>
<td>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td rowspan="2" bgcolor="#ccffff">
<center>
<font size="2"><b>Date</b></font></center>
</td>

```

```

<td rowspan="2" bgcolor="#ccfff">
<center>
<font size="2"><b>Preferred</b></font><font size="2"><br>
<b>Depart</b><br>
<b>Time</b></font></center>
</td>
<td colspan="2" bgcolor="#ccfff">
<center>
<font size="2"><b>From:</b></font></center>
</td>
<td colspan="2" bgcolor="#fff99">
<center>
<font size="2"><b>To:</b></font></center>
</td>
<td rowspan="2" bgcolor="#fff99">
<center>
<font size="2"><b>Preferred</b><br>
<b>Arrival</b><br>
<b>Time</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ccfff">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#ccfff">
<center>
<font size="2"><b>State</b></font></center>
</td>
<td bgcolor="#fff99">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#fff99">
<center>
<font size="2"><b>State</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ccfff"><font size="2">[FMP-Repeating: DDate][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ccfff"><font size="2">[FMP-Repeating: DepartPref][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>

```

```

<td bgcolor="#cfffff">
<div align="left">
<font size="2">[FMP-Repeating: FCity][FMP-RepeatingItem]<br>
[/FMP-Repeating]</font></div>
</td>
<td bgcolor="#cfffff">
<div align="left">
<font size="2">[FMP-Repeating: FState][FMP-RepeatingItem]<br>
[/FMP-Repeating]</font></div>
</td>
<td bgcolor="#ffff99"><font size="2">[FMP-Repeating: ToCity][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffff99"><font size="2">[FMP-Repeating: ToState][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffff99"><font size="2">[FMP-Repeating: ArrivePref][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
</tr>
</table>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Ground Transportation</b></font>
<p><font size="2">[FMP-Field: Ground]</font></center>
</td>
<td>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td rowspan="2" bgcolor="#ffba39">
<center>
<font size="2"><b>Date</b></font></center>
</td>
<td rowspan="2" bgcolor="#ffba39">
<center>
<font size="2"><b>Departure</b></font><br>
<font size="2"><b>Time</b></font></center>
</td>
<td bgcolor="#ffba39" colspan="2">
<center>
<font size="2"><b>From:</b></font></center>
</td>
<td bgcolor="#d0ff3a" colspan="2">

```

```

<center>
<font size="2"><b>To:</b></font></center>
</td>
<td rowspan="2" bgcolor="#d0ff3a">
<center>
<font size="2"><b>Est.</b></font><br>
<font size="2"><b>Miles</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ffba39">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#ffba39">
<center>
<font size="2"><b>State</b></font></center>
</td>
<td bgcolor="#d0ff3a">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#d0ff3a">
<center>
<font size="2"><b>State</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVDate][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVTime][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVFCity][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVFState][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#d0ff3a"><font size="2">[FMP-Repeating: PVTtoCity][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#d0ff3a"><font size="2">[FMP-Repeating: PVTtoState][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>

```

```

<td bgcolor="#d0ff3a">
<div align="right">
<font size="2">[FMP-Repeating: PVMiles][FMP-RepeatingItem]<br>
[/FMP-Repeating]</font></div>
</td>
</tr>
</table>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Rental Vehicle</b></font>
<p><font size="2">[FMP-Field: RentType]<br>
[FMP-Field: RentOther]</font></center>
</td>
<td bgcolor="#e6e6fa">
<div align="left">
<font size="2"><b>Justification for use of rental car:</b></font></div>
<center>
<p><font size="2">[FMP-Field: Rental]
<table border="1" cellpadding="0" cellspacing="2" width="100%" bgcolor="#e6e6fa">
<tr>
<td rowspan="2">
<center>
<font size="2"><b>Rental Vehicle:</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Pick-up Date</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Pick-up Location</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Drop-off Date</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Drop-off Location</b></font></center>
</td>
</tr>
<tr>
<td>
<font size="2">[FMP-Field: RentPUDate]</font></td>

```

```

<td><font size="2">[FMP-Field: RentPUPlace]</font></td>
<td><font size="2">[FMP-Field: RentDODate]</font></td>
<td><font size="2">[FMP-Field: RentDOPlace]</font></td>
</tr>
</table>
</font></center>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Per Diem Request</b></font>
<p><font size="2">[FMP-Field: PerDiem]</font>[fmp-if: perdiem .eq. up to 300%
lodging]</p>
<p><font size="2"><b>Est. Cost/Night</b></font><br>
<font size="2"><b>Over Published Rate</b></font></p>
<p><font size="2">[FMP-Field: over][fmp-if]</font></center>
</td>
<td>
<div align="left">
<font size="2"><b>
<table border="0" cellpadding="0" cellspacing="2" width="50%" height="100%">
<tr>
<td><font size="2"><b>Justification for 300% Lodging Per Diem:</b></font>
<div align="left">
<p><font size="2">[FMP-Field: HighPD]</font></div>
</td>
</tr>
<tr>
<td>
<div align="left">
<font size="2"><b>Comments:</b></font>
<p><font size="2">[FMP-Field: Comments]</font></div>
</td>
</tr>
</table>
</b></font></div>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Hotel Arrangements By</b></font>
<p><font size="2">[FMP-Field: Hotel]</font></center>
</td>
<td rowspan="2">

```

```

<div align="left">
[FMP-If: StepNumber .lt. 3]<b><input type="radio" name="CPODecision" value="Y"
checked> Approve Travel<br>
<input type="radio" name="CPODecision" value="N"> Disapprove Travel</b>
<p><b>Password:</b><input type="password" name="Cpass" size="24"></p>
</div>
<p>[/fmp-if]</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Registration Fee</b></font>
<p><font size="2">[FMP-Field: Registration]</font></p>
<p><font size="2"><b>Prepaid By</b></font></p>
<p><font size="2">[FMP-Field: RegPaidBy]</font></center>
</td>
</tr>
</table>
<font color="yellow">[FMP-If: StepNumber .lt. 3]</font><input type="submit" name="-
edit" value="Sign Form"><input type="reset" value="Reset"><font
color="yellow">[/fmp-if]</font>
</form>
</center>
</body>
</html>

```

## APPENDIX H: INFORM DIRECTOR

*This script processes the request after it has been reviewed by the Center Precollege Officer. It generates and sends an email to the Director if the request has been approved.*

```
If Calculation IsEmpty(Cpass)
  Set Field InvalidPass
  Calculation 1
  Exit Script
Else
  Set Field namekey
  Calculation Center::CPOEmail
  If Calculation Cpass::Password ≠ Cpass
    Set Field InvalidPass
    Calculation 1
    Exit Script
  End If
  Set Field InvalidPass
  Calculation 0
  Set Field CSDate
  Calculation Status(CurrentDate)
  Set Field LRDate
  Calculation Status(CurrentDate)
  Set Field CSTime
  Calculation Status(CurrentTime)
  Set Field LRTime
  Calculation Status(CurrentTime)
  If Calculation CPODecision = "Y"
    Set Field Csig
    Calculation Cpass::Image
    Set Field CPOURL
    Calculation "http://atoz.nasa.okstate.edu:591/taf/FMPro?-db=TAF&-
format=director.html&Serial
=&NumToText(Serial)&"&-find"
    Set Field Subject
    Calculation First & " " & Last & " Travel Authorization Request"
    If Calculation NoFlight=1
      Set Field Emessage
      Calculation "This is an automated message.¶¶A travel authorization form has
been submitted
which requires your attention. " & First & " " & Last & " is requesting expense
reimbursement for " & Purpose & ".¶¶Please refer to the following URL to review
this
request:¶¶" & CPOURL& "¶¶The reference number for this request is #" &
```



```

    NumToText(Serial)
Else
    Set Field Emessage
    Calculation "This is an automated message.¶¶A travel authorization form has
been submitted
    which requires your attention. " & First & " " & Last & " is requesting travel to "
&
    If(IsEmpty(DDate), PVToCity & " " & PVToState, ToCity & " " & ToState) & "
on " &
    If(IsEmpty(DDate), DateToText(PVDate), DateToText(DDate)) & " ¶¶Purpose: "
&
    Purpose & "¶Please refer to the following URL to approve or disapprove this
request:¶¶" & CPOURL& "¶¶The reference number for this request is #" &
    NumToText(Serial)
End If
Set Field namekey
Calculation "Director"
Send Mail To:
No dialog Titled Position::CPOEmail
CC:
Subject:
Subject
Message:
Emessage
Attach:
""
Set Field StepNumber
Calculation 2
Speak Speech Data:
Speak: A travel authorization form has been passed to the director for approval.
Wait for completion
Else
Set Field Subject
Calculation First & " " & Last & " Travel Request Denied"
Set Field Emessage
Calculation "This is an automated message.¶¶Your travel to " & If(IsEmpty(DDate),
PVToCity & " "
& PVToState, ToCity & " " & ToState) & " on " &
    If(IsEmpty(DDate), DateToText(PVDate), DateToText(DDate)) & " for " &
Purpose & "
was not approved."& "¶¶The reference number for this request is #" &
    NumToText(Serial)
Send Mail To:
No dialog Email
CC:
Center::AAEmail

```

Subject:  
Subject  
Message:  
Emessage  
Attach:  
“”

Speak Speech Data:  
Speak: A travel authorization form has been diapproved by the Seepo.  
Wait for completion  
Set Field StepNumber  
Calculation 11  
Perform Script InformDisapprove  
Sub-scripts  
End If  
End If

## APPENDIX I: INFORMDISAPPROVE

*This sub-script is used at any step of the process to inform the initial user if a travel request has been disapproved.*

Set Field Subject

Calculation "A travel request for " & First & " " & Last & " has been denied."

Set Field Archive

Calculation 1

Set Field Emessage

Calculation "This is an automated message.¶¶" & First & " " & Last & "'s request to travel to " &

If(IsEmpty(DDate), PVToCity & " " & PVToState, ToCity & " " & ToState) & " on " &

If(IsEmpty(DDate), DateToText(PVDate), DateToText(DDate)) & " for " & Purpose & " was not approved." & "¶¶The reference number for this request is #" &

NumToText(Serial)

Set Field namekey

Calculation "TC"

Send Mail To:

No dialog Titled Position::CPOEmail

CC:

Subject:

Subject

Message:

Emessage

Attach:

“”

Speak Speech Data:

Speak: The Travel Coordinator has been informed of a denial.

Wait for completion

## APPENDIX J: DIRECTOR.HTML

*This is the travel approval form used by the Director.*

```
<html>
<head>
<title>Travel Authorization Form Review</title>
<meta name="generator" content="GoLive CyberStudio 3">
</head>
<body bgcolor="#000066">
<center>
<h1><font color="#ffff66">Director Authorization</font></h1>
<p><font color="#ffff66">[FMP-If: StepNumber .gt. 2] You responded to this request
on[FMP-Field: DSDate] at[FMP-Field: DSTime].[/FMP-IF]</font></p>
<p>
<form action="FMPro" method="post">
<input type="hidden" name="-RecID" value="[FMP-currentrecid]"><input
type="hidden" name="-db" value="TAF"><font color="white"><input type="hidden"
name="-Script" value="InformASD"></font><input type="hidden" name="-format"
value="signed.html"><font color="white"><input type="hidden" name="-Error"
value="error.html"></font>
<table border="2" cellpadding="0" cellspacing="2" bgcolor="white">
<tr>
<td colspan="2">
<center>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td>
<center>
</center>
</td>
<td>
<center>Oklahoma State University
<p>NASA Aerospace Education Services Program/Teaching From Space Program</p>
<p><b>Travel Authorization Request</b></center>
</td>
<td></td>
</tr>
</table>
</center>
</td>
</tr>
<tr>
<td colspan="2">
```

```

<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td><font size="2"><u>[FMP-Field: Center]</u><br>
<b>Center</b></font></td>
<td><font size="2"><u>[FMP-Field: Last]</u></font><font size="2"><br>
</font><font size="2"><b>Last Name</b></font></td>
<td><font size="2"><u>[FMP-Field: First]</u></font><font size="2"><br>
</font><font size="2"><b>First Name</b></font></td>
</tr>
<tr>
<td colspan="3">
<center>
<i>[FMP-Field: Contract]</i></center>
</td>
</tr>
<tr>
<td colspan="3">
<div align="left">
<font size="2"><b>Purpose of Trip:</b></font><font size="2">[FMP-Field:
Purpose]</font></div>
</td>
</tr>
</table>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Air Transportation</b></font>
<p><font size="2">[FMP-Field: AirPref]</font></p>
<p><font size="2"><b>Preferred Airline:</b></font></p>
<p><font size="2">[FMP-Field: Airline]</font></center>
</td>
<td>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td rowspan="2" bgcolor="#ccfff">
<center>
<font size="2"><b>Date</b></font></center>
</td>
<td rowspan="2" bgcolor="#ccfff">
<center>
<font size="2"><b>Preferred</b></font><font size="2"><br>
<b>Depart</b><br>
<b>Time</b></font></center>
</td>

```

```

<td colspan="2" bgcolor="#ccfff">
<center>
<font size="2"><b>From:</b></font></center>
</td>
<td colspan="2" bgcolor="#ffff99">
<center>
<font size="2"><b>To:</b></font></center>
</td>
<td rowspan="2" bgcolor="#ffff99">
<center>
<font size="2"><b>Preferred</b><br>
<b>Arrival</b><br>
<b>Time</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ccfff">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#ccfff">
<center>
<font size="2"><b>State</b></font></center>
</td>
<td bgcolor="#ffff99">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#ffff99">
<center>
<font size="2"><b>State</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ccfff"><font size="2">[FMP-Repeating: DDate][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ccfff"><font size="2">[FMP-Repeating: DepartPref][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ccfff">
<div align="left">
<font size="2">[FMP-Repeating: FCity][FMP-RepeatingItem]<br>
[/FMP-Repeating]</font></div>
</td>
<td bgcolor="#ccfff">

```

```

<div align="left">
<font size="2">[FMP-Repeating: FState][FMP-RepeatingItem]<br>
[/FMP-Repeating]</font></div>
</td>
<td bgcolor="#ffff99"><font size="2">[FMP-Repeating: ToCity][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffff99"><font size="2">[FMP-Repeating: ToState][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffff99"><font size="2">[FMP-Repeating: ArrivePref][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
</tr>
</table>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Ground Transportation</b></font>
<p><font size="2">[FMP-Field: Ground]</font></center>
</td>
<td>
<table border="0" cellpadding="0" cellspacing="2" width="100%" bgcolor="white">
<tr>
<td rowspan="2" bgcolor="#ffba39">
<center>
<font size="2"><b>Date</b></font></center>
</td>
<td rowspan="2" bgcolor="#ffba39">
<center>
<font size="2"><b>Departure</b></font><br>
<font size="2"><b>Time</b></font></center>
</td>
<td bgcolor="#ffba39" colspan="2">
<center>
<font size="2"><b>From:</b></font></center>
</td>
<td bgcolor="#d0ff3a" colspan="2">
<center>
<font size="2"><b>To:</b></font></center>
</td>
<td rowspan="2" bgcolor="#d0ff3a">
<center>
<font size="2"><b>Est.</b></font><br>

```

```

<font size="2"><b>Miles</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ffba39">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#ffba39">
<center>
<font size="2"><b>State</b></font></center>
</td>
<td bgcolor="#d0ff3a">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#d0ff3a">
<center>
<font size="2"><b>State</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVDate][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVTime][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVFCity][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVFState][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#d0ff3a"><font size="2">[FMP-Repeating: PVToCity][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#d0ff3a"><font size="2">[FMP-Repeating: PVToState][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#d0ff3a">
<div align="right">
<font size="2">[FMP-Repeating: PVMiles][FMP-RepeatingItem]<br>
[/FMP-Repeating]</font></div>
</td>
</tr>

```



```

</table>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Rental Vehicle</b></font>
<p><font size="2">[FMP-Field: RentType]<br>
[FMP-Field: RentOther]</font></center>
</td>
<td bgcolor="#e6e6fa">
<div align="left">
<font size="2"><b>Justification for use of rental car:</b></font></div>
<center>
<p><font size="2">[FMP-Field: Rental]
<table border="1" cellpadding="0" cellspacing="2" width="100%" bgcolor="#e6e6fa">
<tr>
<td rowspan="2">
<center>
<font size="2"><b>Rental Vehicle:</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Pick-up Date</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Pick-up Location</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Drop-off Date</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Drop-off Location</b></font></center>
</td>
</tr>
<tr>
<td><font size="2">[FMP-Field: RentPUDate]</font></td>
<td><font size="2">[FMP-Field: RentPUPlace]</font></td>
<td><font size="2">[FMP-Field: RentDODate]</font></td>
<td><font size="2">[FMP-Field: RentDOPlace]</font></td>
</tr>
</table>
</font></center>

```

```

</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Per Diem Request</b></font>
<p><font size="2">[FMP-Field: PerDiem]</font>[fmp-if: perdiem .eq. up to 300%
lodging]</p>
<p><font size="2"><b>Est. Cost/Night</b></font><br>
<font size="2"><b>Over Published Rate</b></font></p>
<p><font size="2">[FMP-Field: over][fmp-if]</font></center>
</td>
<td>
<div align="left">
<font size="2"><b>
<table border="0" cellpadding="0" cellspacing="2" width="50%" height="100%">
<tr>
<td><font size="2"><b>Justification for 300% Lodging Per Diem:</b></font>
<div align="left">
<p><font size="2">[FMP-Field: HighPD]</font></div>
</td>
</tr>
<tr>
<td>
<div align="left">
<font size="2"><b>Comments:</b></font>
<p><font size="2">[FMP-Field: Comments]</font></div>
</td>
</tr>
</table>
</b></font></div>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Hotel Arrangements By</b></font>
<p><font size="2">[FMP-Field: Hotel]</font></center>
</td>
<td rowspan="2"><b>Director's Comments:</b>
<p><textarea name="DComments" rows="5" cols="70">[FMP-Field:
DComments]</textarea></p>
<p><font color="black"><b>[FMP-If: StepNumber .lt. 3]</b></font></p>
<p><b><input type="radio" name="DirDecision" value="Y" checked> Approve
Travel<br>

```

```

<input type="radio" name="DirDecision" value="N"> Disapprove Travel (If
disapproved, please provide feedback in the space above)</b></p>
<p><b>Password:</b><input type="password" name="Dpass" size="24"><font
color="black">[/FMP-IF]</font></td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Registration Fee</b></font>
<p><font size="2">[FMP-Field: Registration]</font></p>
<p><font size="2"><b>Prepaid By</b></font></p>
<p><font size="2">[FMP-Field: RegPaidBy]</font></center>
</td>
</tr>
</table>
</p>
</center>
<div align="left">
<p><input type="submit" name="-edit" value="Sign Form"><input type="reset"
value="Clear Form">
</form>
</div>
</body>
</html>

```

## APPENDIX K: INFORMASD

*This script processes the request after it has been reviewed by Director. It generates and sends an email to the Assistant or Associate Director if the request has been approved.*

```
If Calculation IsEmpty(Dpass)
  Set Field InvalidPass
  Calculation 1
  Exit Script
Else
  Set Field namekey
  Calculation "Director"
  Set Field namekey
  Calculation Titled Position::CPOEmail
  If Calculation Dpass::Password ≠ Dpass
    Set Field InvalidPass
    Calculation 1
    Exit Script
  End If
  Set Field InvalidPass
  Calculation 0
  Set Field DSig
  Calculation Dpass::Image
  Set Field DSDate
  Calculation Status(CurrentDate)
  Set Field LRDate
  Calculation Status(CurrentDate)
  Set Field DSTime
  Calculation Status(CurrentTime)
  Set Field LRTime
  Calculation Status(CurrentTime)
  If Calculation DirDecision = "N"
    Set Field Subject
    Calculation First & " " & Last & " Travel Authorization Request Denied"
    Set Field Emessage
    Calculation "This is an automated message.¶¶Your travel authorization to travel to "
&
&
    If(IsEmpty(DDate), PVTtoCity & " " & PVTtoState, ToCity & ", " & ToState) & " on
" &
    If(IsEmpty(DDate), DateToText(PVDate), DateToText(DDate)) & "was not
approved
    by the director for the following reason:¶¶"&DComments&"¶¶If you need further
information, please contact OSU directly."& "¶¶The reference number for this
request
```

```

is #" & NumToText(Serial)
Send Mail To:
No dialog Email
CC: Center::AAEmail
Subject:
Subject
Message:
Emessage
Attach:
""

Set Field StepNumber
Calculation 11
Perform Script InformDisapprove
Sub-scripts
Exit Script
Else
Set Field Subject
Calculation First & " " & Last & " Travel Authorization Request"
If Calculation PatternCount(Contract, "AES")
Set Field namekey
Calculation "AD"
Set Field CPOURL
Calculation "http://atoz.nasa.okstate.edu:591/taf/FMPro?-db=TAF&-
format=AD.html&Serial="&N
umToText(Serial)&"&-find"
If Calculation NoFlight=1
Set Field Emessage
Calculation "This is an automated message.¶¶A travel authorization form has
been submitted
which requires your attention. " & First & " " & Last & " is requesting expense
reimbursement for " & Purpose & ".¶Please refer to the following URL to
review this
request:¶¶" & CPOURL& "¶¶The reference number for this request is #" &
NumToText(Serial)
Else
Set Field Emessage
Calculation "This is an automated message.¶¶A travel authorization form has
been submitted
which requires your attention. " & First & " " & Last & " is requesting travel to
" &
If(IsEmpty(DDate), PVToCity & " " & PVToState, ToCity & ", " & ToState) &
" on " &
If(IsEmpty(DDate), DateToText(PVDate), DateToText(DDate)) & ".¶Please
refer to
the following URL to approve or disapprove this request:¶¶" & CPOURL&
"¶¶The

```

```

reference number for this request is #" & NumToText(Serial)
End If
Send Mail To:
No dialog Titled Position::CPOEmail
CC:
Subject:
Subject
Message:
Emessage
Attach:
""

Speak Speech Data:
Speak: A travel authorization form has been passed to Doris for approval.
Wait for completion
Else
Set Field namekey
Calculation "AsD"
Set Field CPOURL
Calculation "http://atoz.nasa.okstate.edu:591/taf/FMPro?-db=TAF&-
format=ASD.html&Serial=" &
NumToText(Serial)&"&-find"
If Calculation NoFlight=1
Set Field Emessage
Calculation "This is an automated message.¶¶A travel authorization form has
been submitted
which requires your attention. " & First & " " & Last & " is requesting expense
reimbursement for " & Purpose & ".¶Please refer to the following URL to
review this
request:¶¶" & CPOURL& "¶¶The reference number for this request is #" &
NumToText(Serial)
Else
Set Field Emessage
Calculation "This is an automated message.¶¶A travel authorization form has
been submitted
which requires your attention. " & First & " " & Last & " is requesting travel to
" &
If(IsEmpty(DDate), PVToCity & " " & PVToState, ToCity & ", " & ToState) &
" on " &
If(IsEmpty(DDate), DateToText(PVDate), DateToText(DDate)) & ".¶Please
refer to
the following URL to approve or disapprove this request:¶¶" & CPOURL&
"¶¶The
reference number for this request is #" & NumToText(Serial)
End If
Send Mail To:
No dialog Titled Position::CPOEmail

```

CC:  
Subject:  
Subject  
Message:  
Emessage  
Attach:  
""  
Speak Speech Data:  
Speak: A travel authorization form has been passed to Doris for approval.  
Wait for completion  
End If  
Set Field StepNumber  
Calculation 3  
End If  
End If

## APPENDIX L: AD.HTML

*This is the travel approval form used by the Assistant Director.*

```
<html>
<head>
<title>Travel Authorization Form Review</title>
<meta name="generator" content="GoLive CyberStudio 3">
</head>
<body bgcolor="#00ccff">
<center>
<h1><font color="#330000">Assistant Director Authorization</font></h1>
<p><font color="black">[FMP-If: StepNumber .eq. 4] You approved this request
on[FMP-Field: ADSDate] at[FMP-Field: ADSTime].[/FMP-IF]</font></p>
</center>
<p>
<form action="FMPro" method="post">
<input type="hidden" name="-RecID" value="[FMP-currentrecid]"><input
type="hidden" name="-db" value="TAF"><font color="white"><input type="hidden"
name="-Script" value="InformTC"></font><input type="hidden" name="-format"
value="signed.html"><font color="white"><input type="hidden" name="-Error"
value="error.html"></font>
<table border="4" cellpadding="0" cellspacing="2" bgcolor="#ffffcc">
<tr>
<td><b>Director's Comments:</b>[FMP-Field: DComments]</td>
</tr>
</table>
</p>
<center>
<p>
<table border="2" cellpadding="0" cellspacing="2" bgcolor="white">
<tr>
<td colspan="2">
<center>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td>
<center>
</center>
</td>
<td>
<center>Oklahoma State University
<p>NASA Aerospace Education Services Program/Teaching From Space Program</p>
<p><b>Travel Authorization Request</b></center>

```



```

</td>
<td></td>
</tr>
</table>
</center>
</td>
</tr>
<tr>
<td colspan="2">
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td><font size="2"><u>[FMP-Field: Center]</u><br>
<b>Center</b></font></td>
<td><font size="2"><u>[FMP-Field: Last]</u></font><font size="2"><br>
</font><font size="2"><b>Last Name</b></font></td>
<td><font size="2"><u>[FMP-Field: First]</u><br>
</font><font size="2"><b>First Name</b></font></td>
</tr>
<tr>
<td colspan="3">
<center>
<i>[FMP-Field: Contract]</i></center>
</td>
</tr>
<tr>
<td colspan="3">
<div align="left">
<font size="2"><b>Purpose of Trip:</b></font><font size="2">[FMP-Field:
Purpose]</font></div>
</td>
</tr>
</table>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Air Transportation</b></font>
<p><font size="2">[FMP-Field: AirPref]</font></p>
<p><font size="2"><b>Preferred Airline:</b></font></p>
<p><font size="2">[FMP-Field: Airline]</font></center>
</td>
<td>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td rowspan="2" bgcolor="#cffff">

```

```

<center>
<font size="2"><b>Date</b></font></center>
</td>
<td rowspan="2" bgcolor="#ccfff">
<center>
<font size="2"><b>Preferred</b></font><font size="2"><br>
<b>Depart</b><br>
<b>Time</b></font></center>
</td>
<td colspan="2" bgcolor="#ccfff">
<center>
<font size="2"><b>From:</b></font></center>
</td>
<td colspan="2" bgcolor="#ffff99">
<center>
<font size="2"><b>To:</b></font></center>
</td>
<td rowspan="2" bgcolor="#ffff99">
<center>
<font size="2"><b>Preferred</b><br>
<b>Arrival</b><br>
<b>Time</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ccfff">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#ccfff">
<center>
<font size="2"><b>State</b></font></center>
</td>
<td bgcolor="#ffff99">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#ffff99">
<center>
<font size="2"><b>State</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ccfff"><font size="2">[FMP-Repeating: DDate][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>

```

```

<td bgcolor="#ccffff"><font size="2">[FMP-Repeating: DepartPref][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ccffff">
<div align="left">
<font size="2">[FMP-Repeating: FCity][FMP-RepeatingItem]<br>
[/FMP-Repeating]</font></div>
</td>
<td bgcolor="#ccffff">
<div align="left">
<font size="2">[FMP-Repeating: FState][FMP-RepeatingItem]<br>
[/FMP-Repeating]</font></div>
</td>
<td bgcolor="#ffff99"><font size="2">[FMP-Repeating: ToCity][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffff99"><font size="2">[FMP-Repeating: ToState][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffff99"><font size="2">[FMP-Repeating: ArrivePref][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
</tr>
</table>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Ground Transportation</b></font>
<p><font size="2">[FMP-Field: Ground]</font></center>
</td>
<td>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td rowspan="2" bgcolor="#ffba39">
<center>
<font size="2"><b>Date</b></font></center>
</td>
<td rowspan="2" bgcolor="#ffba39">
<center>
<font size="2"><b>Departure</b></font><br>
<font size="2"><b>Time</b></font></center>
</td>
<td bgcolor="#ffba39" colspan="2">
<center>

```

```

<font size="2"><b>From:</b></font></center>
</td>
<td bgcolor="#d0ff3a" colspan="2">
<center>
<font size="2"><b>To:</b></font></center>
</td>
<td rowspan="2" bgcolor="#d0ff3a">
<center>
<font size="2"><b>Est.</b></font><br>
<font size="2"><b>Miles</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ffba39">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#ffba39">
<center>
<font size="2"><b>State</b></font></center>
</td>
<td bgcolor="#d0ff3a">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#d0ff3a">
<center>
<font size="2"><b>State</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVDate][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVTime][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVFCity][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVFState][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#d0ff3a"><font size="2">[FMP-Repeating: PVTtoCity][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>

```

```

<td bgcolor="#d0ff3a"><font size="2">[FMP-Repeating: PVToState][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#d0ff3a">
<div align="right">
<font size="2">[FMP-Repeating: PVMiles][FMP-RepeatingItem]<br>
[/FMP-Repeating]</font></div>
</td>
</tr>
</table>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Rental Vehicle</b></font>
<p><font size="2">[FMP-Field: RentType]<br>
[FMP-Field: RentOther]</font></center>
</td>
<td bgcolor="#e6e6fa">
<div align="left">
<font size="2"><b>Justification for use of rental car:</b></font></div>
<center>
<p><font size="2">[FMP-Field: Rental]
<table border="1" cellpadding="0" cellspacing="2" width="100%" bgcolor="#e6e6fa">
<tr>
<td rowspan="2">
<center>
<font size="2"><b>Rental Vehicle:</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Pick-up Date</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Pick-up Location</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Drop-off Date</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Drop-off Location</b></font></center>
</td>

```

```

</tr>
<tr>
<td><font size="2">[FMP-Field: RentPUDate]</font></td>
<td><font size="2">[FMP-Field: RentPUPlace]</font></td>
<td><font size="2">[FMP-Field: RentDODate]</font></td>
<td><font size="2">[FMP-Field: RentDOPlace]</font></td>
</tr>
</table>
</font></center>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Per Diem Request</b></font>
<p><font size="2">[FMP-Field: PerDiem]</font>[fmp-if: perdiem .eq. up to 300%
lodging]</p>
<p><font size="2"><b>Est. Cost/Night</b></font><br>
<font size="2"><b>Over Published Rate</b></font></p>
<p><font size="2">[FMP-Field: over][fmp-if]</font></center>
</td>
<td>
<div align="left">
<font size="2"><b>
<table border="0" cellpadding="0" cellspacing="2" width="50%" height="100%">
<tr>
<td><font size="2"><b>Justification for 300% Lodging Per Diem:</b></font>
<div align="left">
<p><font size="2">[FMP-Field: HighPD]</font></div>
</td>
</tr>
<tr>
<td>
<div align="left">
<font size="2"><b>Comments:</b></font>
<p><font size="2">[FMP-Field: Comments]</font></div>
</td>
</tr>
</table>
</b></font></div>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Hotel Arrangements By</b></font>

```

```

<p><font size="2">[FMP-Field: Hotel]</font></center>
</td>
<td rowspan="2"><b>Instructions for Travel Coordinator:</b>
<p><textarea name="Instructions" rows="5" cols="70">[FMP-Field:
Instructions]</textarea></p>
<p><font color="black"><b>[FMP-If: StepNumber .eq. 3]</b></font></p>
<p><b><input type="radio" name="ADDecision" value="Y" checked> Approve
Travel<br>
<input type="radio" name="ADDecision" value="N"> Disapprove Travel (If
disapproved, please provide feedback in the space above)</b></p>
<p><b>Password:</b><input type="password" name="ADpass" size="24"><font
color="black">[/FMP-IF]</font></td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Registration Fee</b></font>
<p><font size="2">[FMP-Field: Registration]</font></p>
<p><font size="2"><b>Prepaid By</b></font></p>
<p><font size="2">[FMP-Field: RegPaidBy]</font></center>
</td>
</tr>
</table>
<p>
</center>
<div align="left">
<p><input type="submit" name="-edit" value="Sign Form"><input type="reset"
value="Clear Form">
</form>
</div>
</body>
</html>

```

## APPENDIX M: ASD.HTML

*This is the travel approval form used by the Associate Director.*

```
<html>
<head>
<title>Travel Authorization Form Review</title>
<meta name="generator" content="GoLive CyberStudio 3">
</head>
<body bgcolor="#00ccff">
<center>
<h1><font color="#330000">Associate Director Authorization</font></h1>
<p><font color="black">[FMP-If: StepNumber .eq. 4] You approved this request
on[FMP-Field: AsDSDate] at[FMP-Field: AsDSTime].[FMP-IF]</font></p>
</center>
<div align="left">
<p>
<form action="FMPro" method="post">
<input type="hidden" name="-RecID" value="[FMP-currentrecid]"><input
type="hidden" name="-db" value="TAF"><font color="white"><input type="hidden"
name="-Script" value="InformTC"></font><input type="hidden" name="-format"
value="signed.html"><font color="white"><input type="hidden" name="-Error"
value="error.html"></font>
<table border="4" cellpadding="0" cellspacing="2" bgcolor="#ffffcc">
<tr>
<td><b>Director's Comments:</b>[FMP-Field: DComments]</td>
</tr>
</table>
</p>
</div>
<center>
<p>
<table border="2" cellpadding="0" cellspacing="2" bgcolor="white">
<tr>
<td colspan="2">
<center>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td>
<center>
</center>
</td>
<td>
<center>Oklahoma State University
```



```

<p>NASA Aerospace Education Services Program/Teaching From Space Program</p>
<p><b>Travel Authorization Request</b></center>
</td>
<td></td>
</tr>
</table>
</center>
</td>
</tr>
<tr>
<td colspan="2">
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td><font size="2"><u>[FMP-Field: Center]</u><br>
<b>Center</b></font></td>
<td><font size="2"><u>[FMP-Field: Last]</u></font><font size="2"><br>
</font><font size="2"><b>Last Name</b></font></td>
<td><font size="2"><u>[FMP-Field: First]</u></font><font size="2"><br>
</font><font size="2"><b>First Name</b></font></td>
</tr>
<tr>
<td colspan="3">
<center>
<i>[FMP-Field: Contract]</i></center>
</td>
</tr>
<tr>
<td colspan="3">
<div align="left">
<font size="2"><b>Purpose of Trip:</b></font><font size="2">[FMP-Field:
Purpose]</font></div>
</td>
</tr>
</table>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Air Transportation</b></font>
<p><font size="2">[FMP-Field: AirPref]</font></p>
<p><font size="2"><b>Preferred Airline:</b></font></p>
<p><font size="2">[FMP-Field: Airline]</font></center>
</td>
</tr>
<table border="0" cellpadding="0" cellspacing="2" width="100%">

```

```

<tr>
<td rowspan="2" bgcolor="#ccffff">
<center>
<font size="2"><b>Date</b></font></center>
</td>
<td rowspan="2" bgcolor="#ccffff">
<center>
<font size="2"><b>Preferred</b></font><font size="2"><br>
<b>Depart</b><br>
<b>Time</b></font></center>
</td>
<td colspan="2" bgcolor="#ccffff">
<center>
<font size="2"><b>From:</b></font></center>
</td>
<td colspan="2" bgcolor="#ffff99">
<center>
<font size="2"><b>To:</b></font></center>
</td>
<td rowspan="2" bgcolor="#ffff99">
<center>
<font size="2"><b>Preferred</b><br>
<b>Arrival</b><br>
<b>Time</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ccffff">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#ccffff">
<center>
<font size="2"><b>State</b></font></center>
</td>
<td bgcolor="#ffff99">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#ffff99">
<center>
<font size="2"><b>State</b></font></center>
</td>
</tr>
<tr>

```

```

<td bgcolor="#ccffff"><font size="2">[FMP-Repeating: DDate][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ccffff"><font size="2">[FMP-Repeating: DepartPref][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ccffff">
<div align="left">
<font size="2">[FMP-Repeating: FCity][FMP-RepeatingItem]<br>
[/FMP-Repeating]</font></div>
</td>
<td bgcolor="#ccffff">
<div align="left">
<font size="2">[FMP-Repeating: FState][FMP-RepeatingItem]<br>
[/FMP-Repeating]</font></div>
</td>
<td bgcolor="#ffff99"><font size="2">[FMP-Repeating: ToCity][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffff99"><font size="2">[FMP-Repeating: ToState][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffff99"><font size="2">[FMP-Repeating: ArrivePref][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
</tr>
</table>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Ground Transportation</b></font>
<p><font size="2">[FMP-Field: Ground]</font></center>
</td>
<td>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td rowspan="2" bgcolor="#ffba39">
<center>
<font size="2"><b>Date</b></font></center>
</td>
<td rowspan="2" bgcolor="#ffba39">
<center>
<font size="2"><b>Departure</b></font><br>
<font size="2"><b>Time</b></font></center>

```

```

</td>
<td bgcolor="#ffba39" colspan="2">
<center>
<font size="2"><b>From:</b></font></center>
</td>
<td bgcolor="#d0ff3a" colspan="2">
<center>
<font size="2"><b>To:</b></font></center>
</td>
<td rowspan="2" bgcolor="#d0ff3a">
<center>
<font size="2"><b>Est.</b></font><br>
<font size="2"><b>Miles</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ffba39">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#ffba39">
<center>
<font size="2"><b>State</b></font></center>
</td>
<td bgcolor="#d0ff3a">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#d0ff3a">
<center>
<font size="2"><b>State</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVDate][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVTime][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVFCity][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVFState][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>

```

```

<td bgcolor="#d0ff3a"><font size="2">[FMP-Repeating: PVToCity][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#d0ff3a"><font size="2">[FMP-Repeating: PVToState][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#d0ff3a">
<div align="right">
<font size="2">[FMP-Repeating: PVMiles][FMP-RepeatingItem]<br>
[/FMP-Repeating]</font></div>
</td>
</tr>
</table>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Rental Vehicle</b></font>
<p><font size="2">[FMP-Field: RentType]<br>
[FMP-Field: RentOther]</font></center>
</td>
<td bgcolor="#e6e6fa">
<div align="left">
<font size="2"><b>Justification for use of rental car:</b></font></div>
<center>
<p><font size="2">[FMP-Field: Rental]
<table border="1" cellpadding="0" cellspacing="2" width="100%" bgcolor="#e6e6fa">
<tr>
<td rowspan="2">
<center>
<font size="2"><b>Rental Vehicle:</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Pick-up Date</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Pick-up Location</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Drop-off Date</b></font></center>
</td>
</tr>
</table>

```

```

<center>
<font size="2"><b>Drop-off Location</b></font></center>
</td>
</tr>
<tr>
<td><font size="2">[FMP-Field: RentPUDate]</font></td>
<td><font size="2">[FMP-Field: RentPUPlace]</font></td>
<td><font size="2">[FMP-Field: RentDODate]</font></td>
<td><font size="2">[FMP-Field: RentDOPlace]</font></td>
</tr>
</table>
</font></center>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Per Diem Request</b></font>
<p><font size="2">[FMP-Field: PerDiem]</font>[fmp-if: perdiem .eq. up to 300%
lodging]</p>
<p><font size="2"><b>Est. Cost/Night</b></font><br>
<font size="2"><b>Over Published Rate</b></font></p>
<p><font size="2">[FMP-Field: over][fmp-if]</font></center>
</td>
<td>
<div align="left">
<font size="2"><b>
<table border="0" cellpadding="0" cellspacing="2" width="50%" height="100%">
<tr>
<td><font size="2"><b>Justification for 300% Lodging Per Diem:</b></font>
<div align="left">
<p><font size="2">[FMP-Field: HighPD]</font></div>
</td>
</tr>
<tr>
<td>
<div align="left">
<font size="2"><b>Comments:</b></font>
<p><font size="2">[FMP-Field: Comments]</font></div>
</td>
</tr>
</table>
</b></font></div>
</td>
</tr>
<tr>

```

```

<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Hotel Arrangements By</b></font>
<p><font size="2">[FMP-Field: Hotel]</font></center>
</td>
<td rowspan="2"><b>Instructions for Travel Coordinator:</b>
<p><textarea name="Instructions" rows="5" cols="70">[FMP-Field: Instructions]
</textarea></p>
<p><font color="black"><b>[FMP-If: StepNumber .eq. 3]</b></font></p>
<p><b><input type="radio" name="ADDecision" value="Y" checked> Approve
Travel<br>
<input type="radio" name="ADDecision" value="N"> Disapprove Travel (If
disapproved, please provide feedback in the space above)</b></p>
<p><b>Password:</b><input type="password" name="AsDpass" size="24"><font
color="black">[/FMP-IF]</font></td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Registration Fee</b></font>
<p><font size="2">[FMP-Field: Registration]</font></p>
<p><font size="2"><b>Prepaid By</b></font></p>
<p><font size="2">[FMP-Field: RegPaidBy]</font></center>
</td>
</tr>
</table>
<p>
</center>
<div align="left">
<p><input type="submit" name="-edit" value="Sign Form"><input type="reset"
value="Clear Form">
</form>
</div>
</body>
</html>

```

## APPENDIX N: INFORM TC

*This script processes the request after it has been reviewed by the Assistant or Associate Director. It generates and sends an email to the Travel Coordinator if the request has been approved.*

```
If Calculation PatternCount(Contract, "AES")
  If Calculation IsEmpty(ADpass)
    Set Field InvalidPass
    Calculation 1
    Exit Script
  End If
  Set Field namekey
  Calculation "AD"
  Set Field namekey
  Calculation Titled Position::CPOEmail
  If Calculation ADpass ≠ ADpass::Password
    Set Field InvalidPass
    Calculation 1
    Exit Script
  End If
  Set Field InvalidPass
  Calculation 0
  Set Field ADSig
  Calculation ADpass::Image
  Set Field ADSDate
  Calculation Status(CurrentDate)
  Set Field LRDate
  Calculation Status(CurrentDate)
  Set Field ADSTime
  Calculation Status(CurrentTime)
  Set Field LRTime
  Calculation Status(CurrentTime)
Else
  If Calculation IsEmpty(AsDpass)
    Set Field InvalidPass
    Calculation 1
    Exit Script
  End If
  Set Field namekey
  Calculation AsD
  Set Field namekey
  Calculation Titled Position::CPOEmail
  If Calculation AsDpass ≠ ASDpass::Password
    Set Field InvalidPass
```



```

    Calculation 1
    Exit Script
End If
Set Field InvalidPass
Calculation 0
Set Field AsDSig
Calculation ASDpass::Image
Set Field AsDSDate
Calculation Status(CurrentDate)
Set Field LRDate
Calculation Status(CurrentDate)
Set Field AsDSTime
Calculation Status(CurrentTime)
Set Field LRTime
Calculation Status(CurrentTime)
End If
If Calculation ADDecision = "Y"
    Set Field Subject
    Calculation "First & " & Last & " Travel Authorization Request"
    Set Field CPOURL
    Calculation "http://atoz.nasa.okstate.edu:591/taf/FMPro?-db=TAF&-
format=TCP.html&Serial=" & NumToText(Serial) & "-find"
    Set Field namekey
    Calculation "TC"
    Set Field Clay
    Calculation "Coordinator"
    If Calculation NoFlight=1
        Set Field Emessage
        Calculation "This is an automated message.¶¶A travel authorization form has been
submitted which requires your attention. " & First & " " & Last & " is requesting expense
reimbursement for " & Purpose & ".¶Please refer to the following URL to review this
request:¶¶" & CPOURL & "¶¶The reference number for this request is #" &
NumToText(Serial)
    Else
        Set Field Emessage
        Calculation "This is an automated message.¶¶A travel authorization form has been
submitted which requires your attention. " & First & " " & Last & " is requesting travel to
" & If(IsEmpty(DDate), PVToCity & " " & PVToState, ToCity & " " & ToState) & " on "
&
If(IsEmpty(DDate), DateToText(PVDate), DateToText(DDate)) & ".¶Please refer to the
following URL to process this request:¶¶" & CPOURL & "¶¶The reference number for
this request is #" & NumToText(Serial)
    End If
    If Calculation RegPaidBy = "OSU"
        Set Field PIReg
        Calculation Registration
    End If
End If

```

```

End If
If Calculation RegPaidBy = "Employee"
  Set Field RIReg
  Calculation "Registration"
End If
If Calculation EmployeeNoFlight = 1
  Perform Script FinalCost
  Sub-scripts
  Set Field InvalidPass
  Calculation 0
  Exit Script
End If
Send Mail To:
No dialog Titled Position::CPOEmail
CC:
CC Title::CPOEmail
Subject:
Subject
Message:
Emessage
Attach:
""

Speak Speech Data:
Speak: A travel authorization form has been passed to Doris for approval.
Wait for completion
Set Field StepNumber
Calculation 4
Else
  Set Field StepNumber
  Calculation 11
  Set Field Subject
  Calculation "First & " " & Last & " Travel Request Denied"
  Set Field Emessage
  Calculation "This is an automated message.¶¶Your travel authorization to travel to " &
If(IsEmpty(DDate), PVToCity & " " & PVToState, ToCity & ", " & ToState) & " on " &
If(IsEmpty(DDate), DateToText(PVDate), DateToText(DDate)) & "was not approved
by the director for the following reason:¶¶"&Instructions&"¶¶If you need further
information, please contact OSU directly."& "¶¶The reference number for this request is
#" & NumToText(Serial)
  Send Mail To:
  No dialog Email
  CC:
  Center::AAEmail
  Subject:
  Subject
  Message:

```

Emessage  
Attach:  
""  
Perform Script InformDisapprove  
Sub-scripts  
End If

## APPENDIX O: FINALCOST

*This script processes the request after all itinerary and logistical information has been entered. It generates and sends an email to the Travel Coordinator requesting the final budgetary information.*

```
Set Field InvalidPass
Calculation 0
Set Field namekey
Calculation "TC"
If Calculation It1Flag + It2Flag + It3Flag = 0 and NoFlight ≠ 1
  Set Field TCPDate
  Calculation ""
  Set Field TCPTime
  Calculation ""
  Set Field CPOURL
  Calculation "http://atoz.nasa.okstate.edu:591/taf/FMPro?-db=TAF&-
format=tcp.html&Serial=" & NumToText(Serial) & "-find"
  Set Field Subject
  Calculation "Please Review " & First & " " & Last & " Travel Authorization Request"
  Set Field Emessage
  Calculation "This is an automated message.¶¶The Itineraries for " & First & " " & Last
& " travel to "
& If(IsEmpty(DDate), PVToCity & " " & PVToState, ToCity & " " & ToState) & " on
" &
If(IsEmpty(DDate), DateToText(PVDate), DateToText(DDate)) & "were all rejected
after specialist review.¶Please refer to the following URL to review this request:¶¶" &
CPOURL & "¶¶The reference number for this request is #" & NumToText(Serial)
  Set Field StepNumber
  Calculation 4
  Send Mail To:
  No dialog Titled Position::CPOEmail
  CC:
  Subject:
  Subject
  Message:
  Emessage
  Attach:
  ""
  Speak Speech Data:
  Speak: After specialist review, all itineraries were rejected and sent back for
processing.
  Wait for completion
Else
```

```

Set Field CGRDate
Calculation Status(CurrentDate)
Set Field CGRTime
Calculation Status(CurrentTime)
Set Field Subject
Calculation "Cost Grid Requested"
Set Field CPOURL
Calculation "http://atoz.nasa.okstate.edu:591/taf/FMPro?-db=TAF&-
format=TCP.html&Serial="&
NumToText(Serial)&"&-find"
Set Field Emessage
Calculation "This is an automated message.¶¶An itinerary for " & First & " " & Last &
" travel to " &
If(IsEmpty(DDate), PVToCity & " " & PVToState, ToCity & " " & ToState) & " on "
&
If(IsEmpty(DDate), DateToText(PVDate), DateToText(DDate)) & " have been
selected
for booking and a final cost grid.¶¶Please refer to the following URL:¶¶" & CPOURL&
"¶¶The reference number for this request is #" & NumToText(Serial)
Speak Speech Data:
Speak: An itinerary has been selected for booking and a final cost grid is requested.
Wait for completion
Send Mail To:
No dialog Titled Position::CPOEmail
CC:
Subject:
Subject
Message:
Emessage
Attach:
""

Set Field StepNumber
Calculation 8
End If

```

## APPENDIX P: PRINTSTATUSREPORTS

*This script prints a report listing all travel requests currently pending action.*

Perform Script EmptyTrash  
Sub-scripts  
Find All  
Sort Sort Order:  
Restore sort order Last (Ascending)  
No dialog First (Ascending)  
Go to Layout Status Report  
Enter Preview Mode  
Print  
No dialog  
Go to Layout Tracking  
Enter Browse Mode

## APPENDIX Q: EMPTYTRASH

*This script deletes any travel requests that lack the minimum information to begin processing.*

```
Set Error Capture
On
Perform Find Request 1
Restore find requests StepNumber 0
If Calculation Status(CurrentError) ≠ 0
    Speak Speech Data:
    Speak: No records to clean up.
    Wait for completion
    Find All
    Exit Script
End If
Delete All Records
No dialog
Find All
Set Error Capture
Off
Speak Speech Data:
Speak: Empty Trash Complete
Wait for completion
```

## APPENDIX R: TINDEX.HTML

*This form provides the Travel Coordinator with instant access to all requests currently pending action. This allows the Travel Coordinator to enter budgetary information any time the information is available.*

```
<html>
<head>
<title>TAF Travel Coordinator Index</title>
</head>
<body bgcolor="white">
<center>
<h1>Travel Authorization System</h1>
<h2>Coordinator Index</h2>
<p>
<table border="2" cellpadding="2" cellspacing="4" width="100%" bgcolor="#ffdead">
[FMP-Record]
<tr>
<td><a href="[FMP-LinkRecID: format=tcp.html, layout=entry]"><b>[FMP-field:
Last],[FMP-field: First]</b></a></td>
<td>[FMP-Field:StatDate]</td>
</tr>
<tr>
<td></td>
<td><font size="2">[FMP-Field: Purpose]</font></td>
</tr>
[/FMP-Record]
</table>
</center>
</body>
</html>
```



## APPENDIX S: TCP.HTML

*This form is used by the Travel Coordinator to enter flight itineraries, budgetary information and to review user feedback about an itinerary.*

```
<html>
<head>
<title>Travel Authorization Form Review</title>
<meta name="generator" content="GoLive CyberStudio 3">
</head>
<body bgcolor="#ffcdf3" text="black">
<center>
<h1><font color="black">Travel Coordinator Processing</font></h1>
<p><font color="black">[FMP-If: StepNumber .eq. 9] This request was sent to
Washington for approval on[FMP-Field: SCOTRDate] at[FMP-Field:
SCOTRTime].[fmp-else][FMP-If: StepNumber .eq. 10]This travel request has already
received final approval.[fmp-else][FMP-If: StepNumber .eq. 11]This travel request was
not approved.[FMP-else]
<table border="1" cellpadding="0" cellspacing="2" width="494">
<tr>
<td bgcolor="white"><font color="black"><b>Instructions:</b> Please enter any
additions or changes to the cost / itinerary information in the spaces below. To update the
database, press the &quot;Update Information&quot; button at the bottom of the
screen.</font></td>
</tr>
</table>
</font></p>
</center>
<div align="left">
<p>
<form action="FMPro" method="post">
<input type="hidden" name="-RecID" value="[FMP-currentrecid]"><input
type="hidden" name="-db" value="TAF"><input type="hidden" name="-format"
value="figure.html">
<hr>
<table border="4" cellpadding="0" cellspacing="2" bgcolor="#ffffcc">
[FMP-IF: Field: SPFeedback .neq.]
<tr>
<td><b>Specialist Feedback:</b>[FMP-Field: SPFeedback]</td>
</tr>
[/FMP-IF]
<tr>
<td><b>Special Instructions:</b>[FMP-Field: Instructions]</td>
</tr>
```

```

[FMP-IF: Field: StepNumber .eq. 8][FMP-IF: Field: NoFlight .eq. 0]
<tr>
<td>
<center>
<b>Please use the following itinerary:</b></center>
</td>
</tr>
<tr>
<td><font face="Courier New,Courier,Monaco">[FMP-IF: Field: It1Flag .eq. 1][FMP-
Field: Itin1, Break][FMP-Else][FMP-IF: Field: It2Flag .eq. 1][FMP-Field: Itin2,
Break][FMP-Else][FMP-Field: Itin3, Break]/[FMP-If]/[FMP-If]/[FMP-If]</font></td>
</tr>
[/FMP-If]
</table>
<table border="2" cellpadding="0" cellspacing="2" bgcolor="white">
<tr>
<td colspan="2">
<center>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td>
<center>
</center>
</td>
<td>
<center>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td width="16%"></td>
<td>
<center>Oklahoma State University</center>
</td>
<td width="16%">
<div align="right">
<font size="5" color="red"><b>T-</b></font><input type="text" name="TNumber"
value="[FMP-Field:TNumber]" size="6"></div>
</td>
</tr>
<tr>
<td colspan="3">NASA Aerospace Education Services Program/Teaching From Space
Program
<center>
<p><b>Travel Authorization Request</b></p></center>
</td>
</tr>
</table>

```

```

</center>
</td>
<td></td>
</tr>
</table>
</center>
</td>
</tr>
<tr>
<td colspan="2">
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td><font size="2"><u>[FMP-Field: Center]</u><br>
<b>Center</b></font></td>
<td><font size="2"><u>[FMP-Field: Last]</u></font><font size="2"><br>
</font><font size="2"><b>Last Name</b></font></td>
<td><font size="2"><u>[FMP-Field: First]</u><br>
</font><font size="2"><b>First Name</b></font></td>
</tr>
<tr>
<td colspan="3">
<center>
<i>[FMP-Field: Contract]</i></center>
</td>
</tr>
<tr>
<td colspan="3">
<div align="left">
<font size="2"><b>Purpose of Trip:</b></font><font size="2">[FMP-Field:
Purpose]</font></div>
</td>
</tr>
</table>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Air Transportation</b></font>
<p><font size="2">[FMP-Field: AirPref]</font></p>
<p><font size="2"><b>Preferred Airline:</b></font></p>
<p><font size="2">[FMP-Field: Airline]</font></center>
</td>
<td>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>

```

```

<td rowspan="2" bgcolor="#ccffff">
<center>
<font size="2"><b>Date</b></font></center>
</td>
<td rowspan="2" bgcolor="#ccffff">
<center>
<font size="2"><b>Preferred</b></font><font size="2"><br>
<b>Depart</b><br>
<b>Time</b></font></center>
</td>
<td colspan="2" bgcolor="#ccffff">
<center>
<font size="2"><b>From:</b></font></center>
</td>
<td colspan="2" bgcolor="#ffff99">
<center>
<font size="2"><b>To:</b></font></center>
</td>
<td rowspan="2" bgcolor="#ffff99">
<center>
<font size="2"><b>Preferred</b><br>
<b>Arrival</b><br>
<b>Time</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ccffff">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#ccffff">
<center>
<font size="2"><b>State</b></font></center>
</td>
<td bgcolor="#ffff99">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#ffff99">
<center>
<font size="2"><b>State</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ccffff"><font size="2">[FMP-Repeating: DDate][FMP-
RepeatingItem]<br>

```

```

[/FMP-Repeating]/font></td>
<td bgcolor="#ccffff"><font size="2">[FMP-Repeating: DepartPref][FMP-
RepeatingItem]<br>
[/FMP-Repeating]/font></td>
<td bgcolor="#ccffff">
<div align="left">
<font size="2">[FMP-Repeating: FCity][FMP-RepeatingItem]<br>
[/FMP-Repeating]/font></div>
</td>
<td bgcolor="#ccffff">
<div align="left">
<font size="2">[FMP-Repeating: FState][FMP-RepeatingItem]<br>
[/FMP-Repeating]/font></div>
</td>
<td bgcolor="#ffff99"><font size="2">[FMP-Repeating: ToCity][FMP-
RepeatingItem]<br>
[/FMP-Repeating]/font></td>
<td bgcolor="#ffff99"><font size="2">[FMP-Repeating: ToState][FMP-
RepeatingItem]<br>
[/FMP-Repeating]/font></td>
<td bgcolor="#ffff99"><font size="2">[FMP-Repeating: ArrivePref][FMP-
RepeatingItem]<br>
[/FMP-Repeating]/font></td>
</tr>
</table>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Ground Transportation</b></font>
<p><font size="2">[FMP-Field: Ground]</font></center>
</td>
<td>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td rowspan="2" bgcolor="#ffba39">
<center>
<font size="2"><b>Date</b></font></center>
</td>
<td rowspan="2" bgcolor="#ffba39">
<center>
<font size="2"><b>Departure</b></font><br>
<font size="2"><b>Time</b></font></center>
</td>
<td bgcolor="#ffba39" colspan="2">

```

```

<center>
<font size="2"><b>From:</b></font></center>
</td>
<td bgcolor="#d0ff3a" colspan="2">
<center>
<font size="2"><b>To:</b></font></center>
</td>
<td rowspan="2" bgcolor="#d0ff3a">
<center>
<font size="2"><b>Est.</b></font><br>
<font size="2"><b>Miles</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ffba39">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#ffba39">
<center>
<font size="2"><b>State</b></font></center>
</td>
<td bgcolor="#d0ff3a">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#d0ff3a">
<center>
<font size="2"><b>State</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVDate][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVTime][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVFCity][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVFState][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#d0ff3a"><font size="2">[FMP-Repeating: PVTocity][FMP-
RepeatingItem]<br>

```

```

[/FMP-Repeating]/font></td>
<td bgcolor="#d0ff3a"><font size="2">[FMP-Repeating: PVToState][FMP-
RepeatingItem]<br>
[/FMP-Repeating]/font></td>
<td bgcolor="#d0ff3a">
<div align="right">
<font size="2">[FMP-Repeating: PVMiles][FMP-RepeatingItem]<br>
[/FMP-Repeating]/font></div>
</td>
</tr>
</table>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Rental Vehicle</b></font>
<p><font size="2">[FMP-Field: RentType]<br>
[FMP-Field: RentOther]</font></center>
</td>
<td bgcolor="#e6e6fa">
<div align="left">
<font size="2"><b>Justification for use of rental car:</b></font></div>
<center>
<p><font size="2">[FMP-Field: Rental]
<table border="1" cellpadding="0" cellspacing="2" width="100%" bgcolor="#e6e6fa">
<tr>
<td rowspan="2">
<center>
<font size="2"><b>Rental Vehicle:</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Pick-up Date</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Pick-up Location</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Drop-off Date</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Drop-off Location</b></font></center>

```

```

</td>
</tr>
<tr>
<td><font size="2">[FMP-Field: RentPUDate]</font></td>
<td><font size="2">[FMP-Field: RentPUPlace]</font></td>
<td><font size="2">[FMP-Field: RentDODate]</font></td>
<td><font size="2">[FMP-Field: RentDOPlace]</font></td>
</tr>
</table>
</font></center>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Per Diem Request</b></font></center>
<div align="left">
<p><font size="2"><input type="radio" name="PerDiem" value="Published Rate"[fmp-
if: perdiem .eq. published rate] checked[/fmp-if]> Published Rate<br>
<input type="radio" name="PerDiem" value="Up to 300% Lodging"[fmp-if: perdiem
.eq. up to 300% lodging] checked[/fmp-if]> Up to 300% Lodging</font></p>
</div>
<center>
<p><font size="2"><b>Est. Cost/Night</b></font><br>
<font size="2"><b>Over Published Rate</b></font></p>
<p><font size="2"><input type="text" name="over" size="6" value="[FMP-Field:
over]"></font></center>
</td>
<td>
<div align="left">
<font size="2"><b>Comments:</b></font></div>
<center>
<p><font size="2">[FMP-Field: Comments]</font></center>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Hotel Arrangements By</b></font>
<p><font size="2">[FMP-Field: Hotel]</font></center>
</td>
<td rowspan="2"><b>
<table border="2" cellpadding="0" cellspacing="2" width="100%" height="100%"
bgcolor="#99ff99">
<caption>
<center>

```



```

<b>Costing Grid</b></center>
</caption>
<tr>
<td><font size="2"><b># Days</b><input type="text" name="Days" value="[FMP-Field:Days]" size="5"></b></font></td>
<td>
<center>
<font size="2"><b>Prepaid</b></font><br>
<font size="2"><b>Items</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Reimbursable</b></font><br>
<font size="2"><b>Items</b></font></center>
</td>
</tr>
<tr>
<td><font size="2"><b>Airfare</b></font></td>
<td>
<div align="right">
<input type="text" name="PIAirfare" value="[FMP-Field:PIAirfare]" size="8"></div>
</td>
<td>
<div align="right">
<input type="text" name="RIAirfare" value="[FMP-Field:RIAirfare]" size="8"></div>
</td>
</tr>
<tr>
<td><font size="2"><b>POV</b></font></td>
<td>
<div align="right">
<input type="text" name="PIPOV" value="[FMP-Field:PIPOV]" size="8"></div>
</td>
<td>
<div align="right">
<input type="text" name="RIPOV" value="[FMP-Field:RIPOV]" size="8"></div>
</td>
</tr>
<tr>
<td><font size="2"><b>Rental Car/Fuel</b></font></td>
<td>
<div align="right">
<input type="text" name="PIRent" value="[FMP-Field:PIRent]" size="8"></div>
</td>
<td>
<div align="right">

```

```

<input type="text" name="RIRent" value="[FMP-Field:RIRent]" size="8"></div>
</td>
</tr>
<tr>
<td><font size="2"><b>M&amp;I</b></font></td>
<td>
<div align="right">
<input type="text" name="PIMI" value="[FMP-Field:PIMI]" size="8"></div>
</td>
<td>
<div align="right">
<input type="text" name="RIMI" value="[FMP-Field:RIMI]" size="8"></div>
</td>
</tr>
<tr>
<td><font size="2"><b>Lodging</b></font></td>
<td>
<div align="right">
<input type="text" name="PILodging" value="[FMP-Field:PILodging]" size="8"></div>
</td>
<td>
<div align="right">
<input type="text" name="RILodging" value="[FMP-Field:RILodging]"
size="8"></div>
</td>
</tr>
<tr>
<td><font size="2"><b>Registration</b></font></td>
<td>
<div align="right">
<input type="text" name="PIReg" value="[FMP-Field:PIReg]" size="8"></div>
</td>
<td>
<div align="right">
<input type="text" name="RIReg" value="[FMP-Field:RIReg]" size="8"></div>
</td>
</tr>
<tr>
<td><font size="2"><b>Ground Transportation</b></font><br>
<font size="2"><b>(Other than Rental)</b></font></td>
<td>
<div align="right">
<input type="text" name="PIGround" value="[FMP-Field:PIGround]" size="8"></div>
</td>
<td>
<div align="right">

```

```



```

```

</p>
</div>
<center>
<h2>Itinerary Options[FMP-IF: Field: StepNumber .eq. 6]</h2>
<p><b>The itinerary selections have been submitted to the specialist for review and are
frozen at this time.</b>[/FMP-IF]</p>
</center>
<div align="left">
<p>
<table border="4" cellpadding="0" cellspacing="2" width="100%" bgcolor="#7ea5a9">
<tr>
<td>
<center>
<b>Option 1</b></center>
</td>
<td><font face="Courier New,Courier,Monaco">[fmp-if: field: stepnumber .eq. 6][FMP-
Field: Itin1, Break][FMP-ELSE]</font><b><textarea name="Itin1" rows="8"
cols="70">[FMP-Field: Itin1]
</textarea>[/fmp-if]</b></td>
</tr>
<tr>
<td>
<center>
<b>Option 2</b></center>
</td>
<td><font face="Courier New,Courier,Monaco">[fmp-if: field: stepnumber .eq. 6][FMP-
Field: Itin2, Break][FMP-ELSE]</font><b><textarea name="Itin2" rows="8"
cols="70">[FMP-Field: Itin2]
</textarea>[/fmp-if]</b></td>
</tr>
<tr>
<td>
<center>
<b>Option 3</b></center>
</td>
<td><font face="Courier New,Courier,Monaco">[fmp-if: field: stepnumber .eq. 6][FMP-
Field: Itin3, Break][FMP-ELSE]</font><b><textarea name="Itin3" rows="8"
cols="70">[FMP-Field: Itin3]
</textarea>[/fmp-if]</b></td>
</tr>
</table>
</p>
<p>[/FMP-IF][FMP-IF]</p>
<p><input type="submit" name="-edit" value="Update Information">
</form>
<font color="black">[/FMP-IF][FMP-IF][FMP-IF]</font></div>

```

```
</body>  
</html>
```

## APPENDIX T: FIGURE.HTML

*This form acknowledges receipt of updated information from the Travel Coordinator. When all of the information is complete, it asks the Travel Coordinator for a password before passing submitting the request for final approval.*

```
<html>
<head>
<title>Travel Authorization Form Review</title>
<meta name="generator" content="GoLive CyberStudio 3">
</head>
<body bgcolor="white" text="black">
<center>
<h1><font color="black">Cost Grid and Itineraries Updated</font></h1>
<h1><font color="black">
<table border="1" cellpadding="0" cellspacing="2" width="494">
<tr>
<td bgcolor="white"><font color="black"><b>Instructions:</b></font><font
color="black">[FMP-If: StepNumber .eq. 4] Once all itinerary options have been
entered, click the &quot;Submit for Approval&quot; button to continue
processing.[/FMP-IF][FMP-If: StepNumber .eq. 5] The proposed itineraries were sent for
review on[FMP-Field: TCPDate] at[FMP-Field: TCPTime][/FMP-IF][FMP-If:
StepNumber .eq. 6] The proposed itineraries were sent to[FMP-Field: First][FMP-Field:
Last] on[FMP-Field: SRDate] at[FMP-Field: SRTime][/FMP-IF][FMP-If: StepNumber
.eq. 8] Once all cost information is correct, enter your password and click the
&quot;Submit Final&quot; button to forward this request to the COTR.[/FMP-
IF]</font></td>
</tr>
</table>
</font></h1>
<h1><font color="black">
<hr>
</font></h1>
</center>
<p>
<form action="FMPro" method="post">
[FMP-If: StepNumber .eq. 4]<input type="hidden" name="-RecID" value="[FMP-
currentrecid]"><input type="hidden" name="-db" value="TAF"><font
color="white"><input type="hidden" name="-Script" value="ReviewItin"></font><input
type="hidden" name="-format" value="signed.html"><input type="submit" name="-edit"
value="Submit for Approval">[/fmp-if]</p>
<p>[FMP-If: StepNumber .eq. 8]<input type="hidden" name="-RecID" value="[FMP-
currentrecid]"><input type="hidden" name="-db" value="TAF"><font
color="white"><input type="hidden" name="-Script"
```

```

value="InformCOTR"></font><input type="hidden" name="-format"
value="signed.html"><b>Password:</b><input type="password" name="TCPass"
size="24"></p>
<p><input type="submit" name="-edit" value="Submit Final">[/fmp-if]</p>
<p>
<table border="2" cellpadding="0" cellspacing="2" bgcolor="white">
<tr>
<td colspan="2">
<center>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td>
<center>
</center>
</td>
<td>
<center>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td width="16%"></td>
<td>
<center>Oklahoma State University</center>
</td>
<td width="16%">
<div align="right">
<font size="5" color="red"><b>T-[FMP-Field:TNumber]</b></font></div>
</td>
</tr>
<tr>
<td colspan="3">NASA Aerospace Education Services Program/Teaching From Space
Program
<center>
<p><b>Travel Authorization Request</b></center>
</td>
</tr>
</table>
</center>
</td>
<td></td>
</tr>
</table>
</center>
</td>
<td colspan="2">

```

```

<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td><font size="2"><u>[FMP-Field: Center]</u><br>
<b>Center</b></font></td>
<td><font size="2"><u>[FMP-Field: Last]</u></font><font size="2"><br>
</font><font size="2"><b>Last Name</b></font></td>
<td><font size="2"><u>[FMP-Field: First]</u><br>
</font><font size="2"><b>First Name</b></font></td>
</tr>
<tr>
<td colspan="3">
<center>
<i>[FMP-Field: Contract]</i></center>
</td>
</tr>
<tr>
<td colspan="3">
<div align="left">
<font size="2"><b>Purpose of Trip:</b></font><font size="2">[FMP-Field:
Purpose]</font></div>
</td>
</tr>
</table>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Air Transportation</b></font>
<p><font size="2">[FMP-Field: AirPref]</font></p>
<p><font size="2"><b>Preferred Airline:</b></font></p>
<p><font size="2">[FMP-Field: Airline]</font></center>
</td>
<td>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td rowspan="2" bgcolor="#ccfff">
<center>
<font size="2"><b>Date</b></font></center>
</td>
<td rowspan="2" bgcolor="#ccfff">
<center>
<font size="2"><b>Preferred</b></font><font size="2"><br>
<b>Depart</b><br>
<b>Time</b></font></center>
</td>

```



```

<td colspan="2" bgcolor="#ccfff">
<center>
<font size="2"><b>From:</b></font></center>
</td>
<td colspan="2" bgcolor="#ffff99">
<center>
<font size="2"><b>To:</b></font></center>
</td>
<td rowspan="2" bgcolor="#ffff99">
<center>
<font size="2"><b>Preferred</b><br>
<b>Arrival</b><br>
<b>Time</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ccfff">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#ccfff">
<center>
<font size="2"><b>State</b></font></center>
</td>
<td bgcolor="#ffff99">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#ffff99">
<center>
<font size="2"><b>State</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ccfff"><font size="2">[FMP-Repeating: DDate][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ccfff"><font size="2">[FMP-Repeating: DepartPref][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ccfff">
<div align="left">
<font size="2">[FMP-Repeating: FCity][FMP-RepeatingItem]<br>
[/FMP-Repeating]</font></div>
</td>
<td bgcolor="#ccfff">

```

```

<div align="left">
<font size="2">[FMP-Repeating: FState][FMP-RepeatingItem]<br>
[/FMP-Repeating]</font></div>
</td>
<td bgcolor="#ffff99"><font size="2">[FMP-Repeating: ToCity][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffff99"><font size="2">[FMP-Repeating: ToState][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffff99"><font size="2">[FMP-Repeating: ArrivePref][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
</tr>
</table>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Ground Transportation</b></font>
<p><font size="2">[FMP-Field: Ground]</font></center>
</td>
<td>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td rowspan="2" bgcolor="#ffba39">
<center>
<font size="2"><b>Date</b></font></center>
</td>
<td rowspan="2" bgcolor="#ffba39">
<center>
<font size="2"><b>Departure</b></font><br>
<font size="2"><b>Time</b></font></center>
</td>
<td bgcolor="#ffba39" colspan="2">
<center>
<font size="2"><b>From:</b></font></center>
</td>
<td bgcolor="#d0ff3a" colspan="2">
<center>
<font size="2"><b>To:</b></font></center>
</td>
<td rowspan="2" bgcolor="#d0ff3a">
<center>
<font size="2"><b>Est.</b></font><br>

```

```

<font size="2"><b>Miles</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ffba39">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#ffba39">
<center>
<font size="2"><b>State</b></font></center>
</td>
<td bgcolor="#d0ff3a">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#d0ff3a">
<center>
<font size="2"><b>State</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVDate][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVTime][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVFCity][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVFState][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#d0ff3a"><font size="2">[FMP-Repeating: PVToCity][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#d0ff3a"><font size="2">[FMP-Repeating: PVToState][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#d0ff3a">
<div align="right">
<font size="2">[FMP-Repeating: PVMiles][FMP-RepeatingItem]<br>
[/FMP-Repeating]</font></div>
</td>
</tr>

```

```

</table>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Rental Vehicle</b></font>
<p><font size="2">[FMP-Field: RentType]<br>
[FMP-Field: RentOther]</font></center>
</td>
<td bgcolor="#e6e6fa">
<div align="left">
<font size="2"><b>Justification for use of rental car:</b></font></div>
<center>
<p><font size="2">[FMP-Field: Rental]
<table border="1" cellpadding="0" cellspacing="2" width="100%" bgcolor="#e6e6fa">
<tr>
<td rowspan="2">
<center>
<font size="2"><b>Rental Vehicle:</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Pick-up Date</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Pick-up Location</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Drop-off Date</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Drop-off Location</b></font></center>
</td>
</tr>
<tr>
<td><font size="2">[FMP-Field: RentPUDate]</font></td>
<td><font size="2">[FMP-Field: RentPUPlace]</font></td>
<td><font size="2">[FMP-Field: RentDODate]</font></td>
<td><font size="2">[FMP-Field: RentDOPlace]</font></td>
</tr>
</table>
</font></center>

```

```

</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Per Diem Request</b></font>
<p><font size="2">[FMP-Field: PerDiem]</font></p>
<p>[fmp-if: perdiem .eq. up to 300% lodging]</p>
<p><font size="2"><b>Est. Cost/Night</b></font><br>
<font size="2"><b>Over Published Rate</b></font></p>
<p><font size="2">[FMP-Field: over][fmp-if]</font></center>
</td>
<td>
<div align="left">
<font size="2"><b>
<table border="0" cellpadding="0" cellspacing="2" width="50%" height="100%">
<tr>
<td><font size="2"><b>Justification for 300% Lodging Per Diem:</b></font>
<div align="left">
<p><font size="2">[FMP-Field: HighPD]</font></div>
</td>
</tr>
<tr>
<td>
<div align="left">
<font size="2"><b>Comments:</b></font>
<p><font size="2">[FMP-Field: Comments]</font></div>
</td>
</tr>
</table>
</b></font></div>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Hotel Arrangements By</b></font>
<p><font size="2">[FMP-Field: Hotel]</font></center>
</td>
<td rowspan="2"><b>
<table border="2" cellpadding="0" cellspacing="2" width="100%" height="100%"
bgcolor="#99ff99">
<caption>
<center>
<b>Costing Grid</b></center>
</caption>

```

```

<tr>
<td><font size="2"><b># of Days</b>[FMP-Field:Days]</font></td>
<td>
<center>
<font size="2"><b>Prepaid</b></font><br>
<font size="2"><b>Items</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Reimbursable</b></font><br>
<font size="2"><b>Items</b></font></center>
</td>
</tr>
<tr>
<td><font size="2"><b>Airfare</b></font></td>
<td>
<div align="right">
<font size="2">${FMP-Field:PIAirfare}</font></div>
</td>
<td>
<div align="right">
<font size="2">${FMP-Field:RIAirfare}</font></div>
</td>
</tr>
<tr>
<td><font size="2"><b>POV</b></font></td>
<td>
<div align="right">
<font size="2">${FMP-Field:PIPOV}</font></div>
</td>
<td>
<div align="right">
<font size="2">${FMP-Field:RIPOV}</font></div>
</td>
</tr>
<tr>
<td><font size="2"><b>Rental Car/Fuel</b></font></td>
<td>
<div align="right">
<font size="2">${FMP-Field:PIRent}</font></div>
</td>
<td>
<div align="right">
<font size="2">${FMP-Field:RIRent}</font></div>
</td>
</tr>

```

```

<tr>
<td><font size="2"><b>M&amp;I</b></font></td>
<td>
<div align="right">
<font size="2">${FMP-Field:PIMI}</font></div>
</td>
<td>
<div align="right">
<font size="2">${FMP-Field:RIMI}</font></div>
</td>
</tr>
<tr>
<td><font size="2"><b>Lodging</b></font></td>
<td>
<div align="right">
<font size="2">${FMP-Field:PILOdging}</font></div>
</td>
<td>
<div align="right">
<font size="2">${FMP-Field:RILOdging}</font></div>
</td>
</tr>
<tr>
<td><font size="2"><b>Registration</b></font></td>
<td>
<div align="right">
<font size="2">${FMP-Field:PIReg}</font></div>
</td>
<td>
<div align="right">
<font size="2">${FMP-Field:RIReg}</font></div>
</td>
</tr>
<tr>
<td><font size="2"><b>Ground Transportation</b></font><br>
<font size="2"><b>(Other than Rental)</b></font></td>
<td>
<div align="right">
<font size="2">${FMP-Field:PIGround}</font></div>
</td>
<td>
<div align="right">
<font size="2">${FMP-Field:RIGround}</font></div>
</td>
</tr>
<tr>

```

```

<td><font size="2"><b>Misc. (Lodging Tax, Hotel Parking, etc)</b></font></td>
<td>
<div align="right">
<font size="2">${FMP-Field:PIMisc}</font></div>
</td>
<td>
<div align="right">
<font size="2">${FMP-Field:RIMisc}</font></div>
</td>
</tr>
<tr>
<td>
<td bgcolor="white"><b>SUBTOTALS</b></td>
<td bgcolor="white">
<div align="right">${FMP-Field: PISub}</div>
</td>
<td bgcolor="white">
<div align="right">${FMP-Field: RISub}</div>
</td>
</tr>
<tr>
<td bgcolor="white"><b>TOTAL ESTIMATED COST</b></td>
<td bgcolor="white" colspan="2">
<center>
<b>${FMP-Field: TotalCost}</b></center>
</td>
</tr>
</table>
</b></td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Registration Fee</b></font>
<p><font size="2">[FMP-Field: Registration]</font></p>
<p><font size="2"><b>Prepaid By</b></font></p>
<p><font size="2">[FMP-Field: RegPaidBy]</font></center>
</td>
</tr>
</table>
<hr>
[FMP-If: Field: NoFlight .neq. 1]
<table border="4" cellpadding="0" cellspacing="2" width="100%" bgcolor="#7ea5a9">
<caption>
<h2>Itinerary Options</h2>
</caption>
<tr>

```



```

<td>
<center>
<b>Option 1</b>[FMP-IF: Field: StepNumber .eq. 8][FMP-IF: Field: It1Flag .eq. 1]<br>
<blink><b>SELECTED</b></blink>[FMP-ELSE]<br>Cancel[/FMP-If]/[FMP-
If]</center>
</td>
<td>
<div align="left">
<font face="Courier">[FMP-Field: Itin1, Break]</font></div>
</td>
</tr>
<tr>
<td>
<center>
<b>Option 2</b>[FMP-IF: Field: StepNumber .eq. 8][FMP-IF: Field: It2Flag .eq. 1]<br>
<blink><b>SELECTED</b></blink>[FMP-ELSE]<br>Cancel[/FMP-If]/[FMP-
If]</center>
</td>
<td>
<div align="left">
<font face="Courier">[FMP-Field: Itin2, Break]</font></div>
</td>
</tr>
<tr>
<td>
<center>
<b>Option 3</b>[FMP-IF: Field: StepNumber .eq. 8][FMP-IF: Field: It3Flag .eq. 1]<br>
<blink><b>SELECTED</b></blink>[FMP-ELSE]<br>Cancel[/FMP-If]/[FMP-
If]</center>
</td>
<td>
<div align="left">
<font face="Courier">[FMP-Field: Itin3, Break]</font></div>
</td>
</tr>
</table>
[/fmp-if]
</form>
</body>
</html>

```

## APPENDIX U: REVIEWITIN

*This script processes the request after travel itineraries have been entered by the Travel Coordinator. The itineraries are sent to the A. Director for review.*

```
Set Field TCPDate
Calculation Status(CurrentDate)
Set Field LRDate
Calculation Status(CurrentDate)
Set Field TCPTime
Calculation Status(CurrentTime)
Set Field LRTime
Calculation Status(CurrentTime)
Set Field Subject
Calculation First & " " & Last & " Proposed Travel Itineraries"
If Calculation PatternCount(Contract, "AESP")
  Set Field CPOURL
  Calculation "http://atoz.nasa.okstate.edu:591/taf/FMPro?-db=TAF&-
format=grit.html&Serial=" & NumToText(Serial) & "-find"
  Set Field Emessage
  Calculation "This is an automated message.¶¶The proposed itineraries for " & First & "
" & Last & "
to travel to " & If(IsEmpty(DDate), PVToCity & " " & PVToState, ToCity & " " &
ToState)
& " on " & If(IsEmpty(DDate), DateToText(PVDate), DateToText(DDate)) & " are
ready
for your review.¶Please refer to the following URL:¶¶" & CPOURL & "¶¶The
reference
number for this request is #" & NumToText(Serial)
Set Field namekey
Calculation "AD"
Send Mail To:
No dialog Titled Position::CPOEmail
CC:
Subject:
Subject
Message:
Emessage
Attach:
""
Else
Set Field CPOURL
Calculation "http://atoz.nasa.okstate.edu:591/taf/FMPro?-db=TAF&-
format=grit.html&Serial=" & N
```

```

umToText(Serial)&"&-find"
Set Field Emessage
Calculation "This is an automated message.¶¶The proposed itineraries for " & First & "
" & Last & "
to travel to " & If(IsEmpty(DDate), PVToCity & " " & PVToState, ToCity & " " &
ToState)
& " on " &If(IsEmpty(DDate), DateToText(PVDate), DateToText(DDate)) & " are
ready
for your review.¶Please refer to the following URL:¶¶" & CPOURL& "¶¶The
reference
number for this request is #" & NumToText(Serial)
Set Field namekey
Calculation "AsD"
Send Mail To:
No dialog Titled Position::CPOEmail
CC:
Subject:
Subject
Message:
Emessage
Attach:
""
End If
Set Field StepNumber
Calculation 5
Speak Speech Data:
Speak: A travel authorization form with itinerary selections has been submitted by Karen
for review.
Wait for completion

```

## APPENDIX V: GRIT.HTML

*This is the initial itinerary review form used by the A. Director. The A. Director may select which itineraries the user may choose from.*

```
<html>
<head>
<title>Travel Authorization Form Review</title>
<meta name="generator" content="GoLive CyberStudio 3">
</head>
<body bgcolor="white" text="black">
<center>
<h1><font color="#ff000a">Travel Authorization - Submit Itineraries for Specialist
Feedback</font></h1>
<h3><font color="black">[FMP-If: StepNumber .eq. 4] You have already reviewed this
request. It has been returned to the Travel Coordinator for additional itinerary
selections.[/FMP-IF][FMP-If: StepNumber .gt. 5] You have already reviewed this
request. It was sent to[FMP-Field: First][FMP-Field: Last] for review on[FMP-Field:
SRDate] at[FMP-Field: SRTime][/FMP-IF]</font></h3>
<p>
<form action="FMPro" method="post">
<input type="hidden" name="-RecID" value="[FMP-currentrecid]"><input
type="hidden" name="-db" value="TAF"><font color="white"><input type="hidden"
name="-Script" value="InformSpecialist"></font><input type="hidden" name="-format"
value="processed.html">&nbsp;</p>
<p>
<table border="2" cellpadding="0" cellspacing="2" bgcolor="white">
<tr>
<td colspan="2">
<center>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td>
<center>
</center>
</td>
<td>
<center>Oklahoma State University
<p>NASA Aerospace Education Services Program/Teaching From Space Program</p>
<p><b>Travel Authorization Request</b></center>
</td>
<td></td>
</tr>
</table>
</td>
</tr>
</table>
```

```

</center>
</td>
</tr>
<tr>
<td colspan="2">
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td><font size="2"><u>[FMP-Field: Center]</u><br>
<b>Center</b></font></td>
<td><font size="2"><u>[FMP-Field: Last]</u></font><font size="2"><br>
</font><font size="2"><b>Last Name</b></font></td>
<td><font size="2"><u>[FMP-Field: First]</u><br>
</font><font size="2"><b>First Name</b></font></td>
</tr>
<tr>
<td colspan="3">
<center>
<i>[FMP-Field: Contract]</i></center>
</td>
</tr>
<tr>
<td colspan="3">
<div align="left">
<font size="2"><b>Purpose of Trip:</b></font><font size="2">[FMP-Field:
Purpose]</font></div>
</td>
</tr>
</table>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Air Transportation</b></font>
<p><font size="2">[FMP-Field: AirPref]</font></p>
<p><font size="2"><b>Preferred Airline:</b></font></p>
<p><font size="2">[FMP-Field: Airline]</font></center>
</td>
<td>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td rowspan="2" bgcolor="#ccffff">
<center>
<font size="2"><b>Date</b></font></center>
</td>
<td rowspan="2" bgcolor="#ccffff">

```

```

<center>
<font size="2"><b>Preferred</b></font><font size="2"><br>
<b>Depart</b></font></center>
<b>Time</b></font></center>
</td>
<td colspan="2" bgcolor="#ccfff">
<center>
<font size="2"><b>From:</b></font></center>
</td>
<td colspan="2" bgcolor="#ffff99">
<center>
<font size="2"><b>To:</b></font></center>
</td>
<td rowspan="2" bgcolor="#ffff99">
<center>
<font size="2"><b>Preferred</b><br>
<b>Arrival</b><br>
<b>Time</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ccfff">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#ccfff">
<center>
<font size="2"><b>State</b></font></center>
</td>
<td bgcolor="#ffff99">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#ffff99">
<center>
<font size="2"><b>State</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ccfff"><font size="2">[FMP-Repeating: DDate][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ccfff"><font size="2">[FMP-Repeating: DepartPref][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ccfff">

```

```

<div align="left">
<font size="2">[FMP-Repeating: FCity][FMP-RepeatingItem]<br>
[/FMP-Repeating]</font></div>
</td>
<td bgcolor="#cfffff">
<div align="left">
<font size="2">[FMP-Repeating: FState][FMP-RepeatingItem]<br>
[/FMP-Repeating]</font></div>
</td>
<td bgcolor="#ffff99"><font size="2">[FMP-Repeating: ToCity][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffff99"><font size="2">[FMP-Repeating: ToState][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffff99"><font size="2">[FMP-Repeating: ArrivePref][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
</tr>
</table>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Ground Transportation</b></font>
<p><font size="2">[FMP-Field: Ground]</font></center>
</td>
<td>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td rowspan="2" bgcolor="#ffba39">
<center>
<font size="2"><b>Date</b></font></center>
</td>
<td rowspan="2" bgcolor="#ffba39">
<center>
<font size="2"><b>Departure</b></font><br>
<font size="2"><b>Time</b></font></center>
</td>
<td bgcolor="#ffba39" colspan="2">
<center>
<font size="2"><b>From:</b></font></center>
</td>
<td bgcolor="#d0ff3a" colspan="2">
<center>

```

```

<font size="2"><b>To:</b></font></center>
</td>
<td rowspan="2" bgcolor="#d0ff3a">
<center>
<font size="2"><b>Est.</b></font><br>
<font size="2"><b>Miles</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ffba39">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#ffba39">
<center>
<font size="2"><b>State</b></font></center>
</td>
<td bgcolor="#d0ff3a">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#d0ff3a">
<center>
<font size="2"><b>State</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVDate][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVTime][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVFCity][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVFState][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#d0ff3a"><font size="2">[FMP-Repeating: PVToCity][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#d0ff3a"><font size="2">[FMP-Repeating: PVToState][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#d0ff3a">

```



```

<div align="right">
<font size="2">[FMP-Repeating: PVMiles][FMP-RepeatingItem]<br>
[/FMP-Repeating]</font></div>
</td>
</tr>
</table>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Rental Vehicle</b></font>
<p><font size="2">[FMP-Field: RentType]<br>
[FMP-Field: RentOther]</font></center>
</td>
<td bgcolor="#e6e6fa">
<div align="left">
<font size="2"><b>Justification for use of rental car:</b></font></div>
<center>
<p><font size="2">[FMP-Field: Rental]
<table border="1" cellpadding="0" cellspacing="2" width="100%" bgcolor="#e6e6fa">
<tr>
<td rowspan="2">
<center>
<font size="2"><b>Rental Vehicle:</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Pick-up Date</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Pick-up Location</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Drop-off Date</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Drop-off Location</b></font></center>
</td>
</tr>
<tr>
<td><font size="2">[FMP-Field: RentPUDate]</font></td>
<td><font size="2">[FMP-Field: RentPUPlace]</font></td>

```

```

<td><font size="2">[FMP-Field: RentDODate]</font></td>
<td><font size="2">[FMP-Field: RentDOPlace]</font></td>
</tr>
</table>
</font></center>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Per Diem Request</b></font>
<p><font size="2">[FMP-Field: PerDiem]</font>[fmp-if: perdiem .eq. up to 300%
lodging]</p>
<p><font size="2"><b>Est. Cost/Night</b></font><br>
<font size="2"><b>Over Published Rate</b></font></p>
<p><font size="2">[FMP-Field: over][fmp-if]</font></center>
</td>
<td>
<div align="left">
<font size="2"><b>Comments:</b></font></div>
<center>
<p><font size="2">[FMP-Field: Comments]</font></center>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Hotel Arrangements By</b></font>
<p><font size="2">[FMP-Field: Hotel]</font></center>
</td>
<td rowspan="2"><b>
<table border="2" cellpadding="0" cellspacing="2" width="100%" height="100%"
bgcolor="#99ff99">
<caption>
<center>
<b>Costing Grid</b></center>
</caption>
<tr>
<td><font size="2"><b># of Days</b></font></td>
<td>
<center>
<font size="2"><b>Prepaid</b></font><br>
<font size="2"><b>Items</b></font></center>
</td>
<td>
<center>

```

```

<font size="2"><b>Reimbursable</b></font><br>
<font size="2"><b>Items</b></font></center>
</td>
</tr>
<tr>
<td><font size="2"><b>Airfare</b></font></td>
<td>
<div align="right">
<font size="2">${FMP-Field:PIAirfare}</font></div>
</td>
<td>
<div align="right">
<font size="2">${FMP-Field:RIAirfare}</font></div>
</td>
</tr>
<tr>
<td><font size="2"><b>POV</b></font></td>
<td>
<div align="right">
<font size="2">${FMP-Field:PIPOV}</font></div>
</td>
<td>
<div align="right">
<font size="2">${FMP-Field:RIPOV}</font></div>
</td>
</tr>
<tr>
<td><font size="2"><b>Rental Car/Fuel</b></font></td>
<td>
<div align="right">
<font size="2">${FMP-Field:PIRent}</font></div>
</td>
<td>
<div align="right">
<font size="2">${FMP-Field:RIRent}</font></div>
</td>
</tr>
<tr>
<td><font size="2"><b>M&I</b></font></td>
<td>
<div align="right">
<font size="2">${FMP-Field:PIMI}</font></div>
</td>
<td>
<div align="right">
<font size="2">${FMP-Field:RIMI}</font></div>

```

```

</td>
</tr>
<tr>
<td><font size="2"><b>Lodging</b></font></td>
<td>
<div align="right">
<font size="2">${FMP-Field:PILOdging}</font></div>
</td>
<td>
<div align="right">
<font size="2">${FMP-Field:RILOdging}</font></div>
</td>
</tr>
<tr>
<td><font size="2"><b>Registration</b></font></td>
<td>
<div align="right">
<font size="2">${FMP-Field:PIReg}</font></div>
</td>
<td>
<div align="right">
<font size="2">${FMP-Field:RIReg}</font></div>
</td>
</tr>
<tr>
<td><font size="2"><b>Ground Transportation</b></font><br>
<font size="2"><b>(Other than Rental)</b></font></td>
<td>
<div align="right">
<font size="2">${FMP-Field:PIGround}</font></div>
</td>
<td>
<div align="right">
<font size="2">${FMP-Field:RIGround}</font></div>
</td>
</tr>
<tr>
<td><font size="2"><b>Misc. (Lodging Tax, Hotel Parking, etc)</b></font></td>
<td>
<div align="right">
<font size="2">${FMP-Field:PIMisc}</font></div>
</td>
<td>
<div align="right">
<font size="2">${FMP-Field:RIMisc}</font></div>
</td>

```

```

</tr>
<tr>
<td bgcolor="white"><b>SUBTOTALS</b></td>
<td bgcolor="white">
<div align="right">${FMP-Field: PISub}</div>
</td>
<td bgcolor="white">
<div align="right">${FMP-Field: RISub}</div>
</td>
</tr>
<tr>
<td bgcolor="white"><b>TOTAL ESTIMATED COST</b></td>
<td bgcolor="white" colspan="2">
<center>
<b>${FMP-Field: TotalCost}</b></center>
</td>
</tr>
</table>
</b></td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Registration Fee</b></font>
<p><font size="2">[FMP-Field: Registration]</font></p>
<p><font size="2"><b>Prepaid By</b></font></p>
<p><font size="2">[FMP-Field: RegPaidBy]</font></center>
</td>
</tr>
</table>
<hr>
<table border="4" cellpadding="0" cellspacing="2" width="100%" bgcolor="#7ea5a9">
<caption>
<h2>Proposed Itinerary</h2>
</caption>
<tr>
<td>
<center>
<b>Option 1</b>
<p>Submit this itinerary<br>for Specialist review?</p>
<p><input type="radio" name="It1Flag" value="1" checked> Yes<input type="radio"
name="It1Flag" value="0"> No</center>
</td>
<td bgcolor="white">
<div align="left">
<font face="Courier">[FMP-Field: Itin1, Break]</font></div>

```

```

</td>
</tr>
<tr>
<td>[FMP-IF: Field: Itin2 .neq.]
<center>
<p><b>Option 2</b></p>
<p>Submit this itinerary<br>for Specialist review?</p>
<p><input type="radio" name="It2Flag" value="1" checked> Yes<input type="radio"
name="It2Flag" value="0"> No</center>
</td>
<td bgcolor="white">
<div align="left">
<font face="Courier">[FMP-Field: Itin2, Break]</font></div>
</td>
</tr>
<tr>
<td>[/FMP-IF][FMP-IF: Field: Itin3 .neq.]
<center>
<p><b>Option 3</b></p>
<p>Submit this itinerary<br>for Specialist review?</p>
<p><input type="radio" name="It3Flag" value="1" checked> Yes<input type="radio"
name="It3Flag" value="0"> No</center>
</td>
<td bgcolor="white">
<div align="left">
<font face="Courier">[FMP-Field: Itin3, Break]</font></div>
</td>
</tr>
[/FMP-IF]
</table>
</p>
<p>
<table border="4" cellpadding="0" cellspacing="2" bgcolor="#ffffcc">
<tr>
<td>
<center>
<b>Instructions for Travel Coordinator:</b><textarea name="Instructions" rows="5"
cols="70">[FMP-Field: Instructions]</textarea></center>
</td>
</tr>
</table>
</p>
</center>
<div align="left">
<p>[FMP-If: StepNumber .eq. 5]<input type="submit" name="-edit" value="Submit for
Feedback">[/FMP-IF]

```

```
</form>  
</div>  
</body>  
</html>
```

## APPENDIX W: INFORMSPECIALIST

*This script informs the initial user when travel itineraries have been submitted for feedback.*

```
If Calculation IsEmpty(Itin2)
  Set Field It2Flag
  Calculation 0
End If
If Calculation IsEmpty(Itin3)
  Set Field It3Flag
  Calculation 0
End If
If Calculation It1Flag + It2Flag + It3Flag = 0
  Set Field TCPDate
  Calculation ""
  Set Field TCPTime
  Calculation ""
  Set Field CPOURL
  Calculation "http://atoz.nasa.okstate.edu:591/taf/FMPro?-db=TAF&-
format=TCP.html&Serial=" &
  NumToText(Serial) & "&-find"
  Set Field Subject
  Calculation "Please Review " & First & " " & Last & " Travel Authorization Request"
  Set Field Emessage
  Calculation "This is an automated message.¶¶The Itineraries for " & First & " " & Last
& " to travel
to " & If(IsEmpty(DDate), PVToCity & " " & PVToState, ToCity & " " & ToState) &
" on " &
If(IsEmpty(DDate), DateToText(PVDate), DateToText(DDate)) & "were all
rejected.¶Please refer to the following URL to review this request:¶¶" & CPOURL &
"¶¶The reference number for this request is #" & NumToText(Serial)
  Set Field namekey
  Calculation "TC"
  Send Mail To:
  No dialog kmiller@aesp.nasa.okstate.edu
  CC:
  Subject:
  Subject
  Message:
  Emessage
  Attach:
  ""
  Speak Speech Data:
```



Speak: All itineraries were rejected and the travel form has been returned to Karen  
 Wait for completion  
 Set Field StepNumber  
 Calculation 4  
 Else  
 Set Field SRDate  
 Calculation Status(CurrentDate)  
 Set Field LRDate  
 Calculation Status(CurrentDate)  
 Set Field SRTime  
 Calculation Status(CurrentTime)  
 Set Field LRTime  
 Calculation Status(CurrentTime)  
 Set Field Subject  
 Calculation "Proposed Travel Itineraries"  
 Set Field namekey  
 Calculation First & " " & Last  
 Set Field CPOURL  
 Calculation "http://atoz.nasa.okstate.edu:591/taf/FMPro?-db=TAF&-  
 format=choose.html&Serial=  
 "&NumToText(Serial)&"&-find"  
 Set Field Emessage  
 Calculation "This is an automated message.¶¶Please review your proposed itineraries  
 for travel to  
 " & If(IsEmpty(DDate), PVToCity & " " & PVToState, ToCity & " " & ToState) & "  
 on " &  
 If(IsEmpty(DDate), DateToText(PVDate), DateToText(DDate)) & ".¶¶Please refer to  
 the following URL to provide feedback:¶¶" & CPOURL&"¶¶If you do not respond  
 within 2  
 working days, an itinerary will be selected for you."& "¶¶¶The reference number for  
 this  
 request is #" & NumToText(Serial)  
 Send Mail To:  
 No dialog Email  
 CC:  
 Subject:  
 Subject  
 Message:  
 Emessage  
 Attach:  
 ""  
 Set Field StepNumber  
 Calculation 6  
 Speak Speech Data:  
 Speak: Proposed itineraries have been offered to the specialist for review.  
 Wait for completion

End If

## APPENDIX X: PROCESSED.HTML

*This is a generic response form used to acknowledge that data was received. It is used when no special feedback from the system is expected.*

```
<html>
<head>
<title>Form Processed</title>
<meta name="generator" content="GoLive CyberStudio 3">
</head>
<body bgcolor="white">
<center>
<h2><font color="black">[FMP-If: Field: InvalidPass .eq. 1]Invalid
Password</font></h2>
<p><font color="black">Please press the &quot;Back&quot; button on your browser and
enter a valid password.</font></p>
<h1><font color="black">[FMP-ELSE]</font>Thank-you</h1>
<p>The form has been processed.[/fmp-if]</center>
</body>
</html>
```

## APPENDIX Y: CHOOSE.HTML

*This is the itinerary review form used by the initial user to provide feedback on the travel itineraries.*

```
<html>
<head>
<title>Travel Authorization Form Review</title>
<meta name="generator" content="GoLive CyberStudio 3">
</head>
<body bgcolor="#77dede" text="black" link="#77d9de">
<center>
<h1><font color="black">Itinerary Feedback</font></h1>
<h3>
<h3><font color="black">
<table border="1" cellpadding="0" cellspacing="2" width="494">
<tr>
<td bgcolor="white"><font color="black">[FMP-If: StepNumber .gt. 7] A travel
itinerary has already been selected for this request.[/FMP-ELSE]<b>Instructions:</b>
Please review the itinerary selections listed and respond in the space provided
below.[/fmp-if]</font></td>
</tr>
</table>
</font></h3>
<h3>
</center>
<p>
<form action="FMPro" method="post">
<input type="hidden" name="-RecID" value="[FMP-currentrecid]"><input
type="hidden" name="-db" value="TAF"><font color="white"><input type="hidden"
name="-Script" value="ReturnFeedback"></font><input type="hidden" name="-format"
value="processed.html">&nbsp;</p>
<p>
<table border="2" cellpadding="0" cellspacing="2" bgcolor="white">
<tr>
<td colspan="2">
<center>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td>
<center>
</center>
</td>
<td>

```

```

<center>Oklahoma State University
<p>NASA Aerospace Education Services Program/Teaching From Space Program</p>
<p><b>Travel Authorization Request</b></center>
</td>
<td></td>
</tr>
</table>
</center>
</td>
</tr>
<tr>
<td colspan="2">
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td><font size="2"><u>[FMP-Field: Center]</u><br>
<b>Center</b></font></td>
<td><font size="2"><u>[FMP-Field: Last]</u></font><font size="2"><br>
</font><font size="2"><b>Last Name</b></font></td>
<td><font size="2"><u>[FMP-Field: First]</u><br>
</font><font size="2"><b>First Name</b></font></td>
</tr>
<tr>
<td colspan="3">
<center>
<i>[FMP-Field: Contract]</i></center>
</td>
</tr>
<tr>
<td colspan="3">
<div align="left">
<font size="2"><b>Purpose of Trip:</b></font><font size="2">[FMP-Field:
Purpose]</font></div>
</td>
</tr>
</table>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Air Transportation</b></font>
<p><font size="2">[FMP-Field: AirPref]</font></p>
<p><font size="2"><b>Preferred Airline:</b></font></p>
<p><font size="2">[FMP-Field: Airline]</font></center>
</td>
</tr>

```

```

<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td rowspan="2" bgcolor="#ccffff">
<center>
<font size="2"><b>Date</b></font></center>
</td>
<td rowspan="2" bgcolor="#ccffff">
<center>
<font size="2"><b>Preferred</b></font><font size="2"><br>
<b>Depart</b><br>
<b>Time</b></font></center>
</td>
<td colspan="2" bgcolor="#ccffff">
<center>
<font size="2"><b>From:</b></font></center>
</td>
<td colspan="2" bgcolor="#ffff99">
<center>
<font size="2"><b>To:</b></font></center>
</td>
<td rowspan="2" bgcolor="#ffff99">
<center>
<font size="2"><b>Preferred</b><br>
<b>Arrival</b><br>
<b>Time</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ccffff">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#ccffff">
<center>
<font size="2"><b>State</b></font></center>
</td>
<td bgcolor="#ffff99">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#ffff99">
<center>
<font size="2"><b>State</b></font></center>
</td>
</tr>
<tr>

```

```

<td bgcolor="#ccffff"><font size="2">[FMP-Repeating: DDate][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ccffff"><font size="2">[FMP-Repeating: DepartPref][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ccffff">
<div align="left">
<font size="2">[FMP-Repeating: FCity][FMP-RepeatingItem]<br>
[/FMP-Repeating]</font></div>
</td>
<td bgcolor="#ccffff">
<div align="left">
<font size="2">[FMP-Repeating: FState][FMP-RepeatingItem]<br>
[/FMP-Repeating]</font></div>
</td>
<td bgcolor="#ffff99"><font size="2">[FMP-Repeating: ToCity][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffff99"><font size="2">[FMP-Repeating: ToState][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffff99"><font size="2">[FMP-Repeating: ArrivePref][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
</tr>
</table>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Ground Transportation</b></font>
<p><font size="2">[FMP-Field: Ground]</font></center>
</td>
<td>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td rowspan="2" bgcolor="#ffba39">
<center>
<font size="2"><b>Date</b></font></center>
</td>
<td rowspan="2" bgcolor="#ffba39">
<center>
<font size="2"><b>Departure</b></font><br>
<font size="2"><b>Time</b></font></center>

```

```

</td>
<td bgcolor="#ffba39" colspan="2">
<center>
<font size="2"><b>From:</b></font></center>
</td>
<td bgcolor="#d0ff3a" colspan="2">
<center>
<font size="2"><b>To:</b></font></center>
</td>
<td rowspan="2" bgcolor="#d0ff3a">
<center>
<font size="2"><b>Est.</b></font><br>
<font size="2"><b>Miles</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ffba39">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#ffba39">
<center>
<font size="2"><b>State</b></font></center>
</td>
<td bgcolor="#d0ff3a">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#d0ff3a">
<center>
<font size="2"><b>State</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVDate][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVTime][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVFCity][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVFState][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>

```



```

<td bgcolor="#d0ff3a"><font size="2">[FMP-Repeating: PVToCity][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#d0ff3a"><font size="2">[FMP-Repeating: PVToState][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#d0ff3a">
<div align="right">
<font size="2">[FMP-Repeating: PVMiles][FMP-RepeatingItem]<br>
[/FMP-Repeating]</font></div>
</td>
</tr>
</table>
</td>
</tr>
</table>
<hr>
<table border="4" cellpadding="0" cellspacing="2" width="100%" bgcolor="#7ea5a9">
<caption>
<h2>Itinerary Options</h2>
</caption>
<tr>
<td>[FMP-IF: Field: It1Flag .neq. 0]
<center>
<p><b>Option 1</b></center>
</td>
<td bgcolor="white">
<div align="left">
<font face="Courier">[FMP-Field: Itin1, Break]</font></div>
</td>
</tr>
<tr>
<td>[/FMP-IF][FMP-IF: Field: It2Flag .neq. 0]
<center>
<p><b>Option 2</b></center>
</td>
<td bgcolor="white">
<div align="left">
<font face="Courier">[FMP-Field: Itin2, Break]</font></div>
</td>
</tr>
<tr>
<td>[/FMP-IF][FMP-IF: Field: It3Flag .neq. 0]
<center>
<p><b>Option 3</b></center>
</td>

```

```

<td bgcolor="white">
<div align="left">
<font face="Courier">[FMP-Field: Itin3, Break]</font></div>
<p>[/FMP-IF]</td>
</tr>
</table>
</p>
<p>
<table border="4" cellpadding="0" cellspacing="2" width="100%" bgcolor="#ffffcc">
<tr>
<td><b>Itinerary Feedback:</b><textarea name="SPFeedback" rows="5"
cols="70">[FMP-Field: SPFeedback]</textarea></td>
</tr>
</table>
</p>
<p>[fmp-if: StepNumber .lt. 8][fmp-if: StepNumber .gt. 5]<input type="submit" name="-
edit" value="Submit Feedback">[/FMP-if]/[FMP-if]
</form>
</body>
</html>

```

## APPENDIX Z: RETURNFEEDBACK

*This script informs the A. Director that the user has returned feedback on the travel itineraries.*

```
Set Field Subject
Calculation First & " " & Last & " Itinerary"
If Calculation PatternCount(Contract, "AESP")
  Set Field CPOURL
  Calculation "http://atoz.nasa.okstate.edu:591/taf/FMPro?-db=TAF&-
format=final.html&Serial=" &
  NumToText(Serial) & "&-find"
  Set Field Emessage
  Calculation "This is an automated message.¶¶The travel authorization form for" &
First & " " & Last
  & " to travel to " & If(IsEmpty(DDate), PVToCity & " " & PVToState, ToCity & " " &
ToState) & " on " &
  If(IsEmpty(DDate), DateToText(PVDate), DateToText(DDate)) & " is ready for a
final
itinerary decision.¶Please refer to the following URL to provide instructions to the
Travel Coordinator:¶¶" & CPOURL & "¶¶The reference number for this request is #"
&
  NumToText(Serial)
  Set Field namekey
  Calculation "AD"
  Send Mail To:
  No dialog Titled Position::CPOEmail
  CC:
  Subject:
  Subject
  Message:
  Emessage
  Attach:
  ""
Else
  Set Field CPOURL
  Calculation "http://atoz.nasa.okstate.edu:591/taf/FMPro?-db=TAF&-
format=final.html&Serial=" &
  NumToText(Serial) & "&-find"
  Set Field Emessage
  Calculation "This is an automated message.¶¶The travel authorization form for" &
First & " " & Last
  & " to travel to " & If(IsEmpty(DDate), PVToCity & " " & PVToState, ToCity & " " &
ToState) & " on " &
```

If(IsEmpty(DDate), DateToText(PVDate), DateToText(DDate)) & " is ready for a final itinerary decision. Please refer to the following URL to provide instructions to the Travel Coordinator: " & CPOURL & "The reference number for this request is #" &

NumToText(Serial)  
Set Field namekey  
Calculation "AsD"  
Send Mail To:  
No dialog Titled Position::CPOEmail  
CC:  
Subject:  
Subject  
Message:  
Emessage  
Attach:  
""

End If  
Set Field FeedDate  
Calculation Status(CurrentDate)  
Set Field LRDate  
Calculation Status(CurrentDate)  
Set Field FeedTime  
Calculation Status(CurrentTime)  
Set Field LRTime  
Calculation Status(CurrentTime)  
Set Field StepNumber  
Calculation 7  
Speak Speech Data:  
Speak: The specialist Feedback has been returned.  
Wait for completion

## APPENDIX AA: CHECKFORFEEDBACK

*This script checks to see if two weekdays have passed since travel itineraries were sent to the user for feedback.*

```
If Calculation (DayofWeek(Today) = 1) or (DayofWeek(Today) = 7)
  Exit Script
End If
Set Error Capture
On
Perform Find Request 1
Restore find requests StepNumber 6
If Calculation Status(CurrentError) ≠ 0
  Speak Speech Data:
  Speak: Feedback check complete - no entries found
  Wait for completion
  Exit Script
End If
Loop
  If Calculation (((Today- SRDate) > 2) or (((Today- SRDate) = 2) and
(Status(CurrentTime)> SRTime)))
    Speak Speech Data:
    Speak: Specialist Feedback Timeout
    Wait for completion
    Perform Script ReturnNoFeedback
    Sub-scripts
  End If
  Go to Record/Request/Page
Next
Exit after last
End Loop
Set Error Capture
Off
```

## APPENDIX AB: RETURNNOFEEDBACK

*This sub-script returns the travel request to the A. Director for a decision without itinerary feedback from the user.*

Set Field Subject

Calculation First & " " & Last & " Itinerary"

If Calculation PatternCount(Contract, "AESP")

Set Field CPOURL

Calculation "http://atoz.nasa.okstate.edu:591/taf/FMPro?-db=TAF&-format=final.html&Serial="&

NumToText(Serial)&"&-find"

Set Field Emessage

Calculation "This is an automated message.¶¶The travel authorization form for" & First & " " & Last

& " to travel to " & If(IsEmpty(DDate), PVToCity & " " & PVToState, ToCity & " " & ToState) & " on " &

If(IsEmpty(DDate), DateToText(PVDate), DateToText(DDate)) & " is ready for a final

itinerary decision.¶No feedback was received from the specialist. Please refer to the following URL to provide instructions to the Travel Coordinator:¶¶" & CPOURL&

¶¶The

reference number for this request is #" & NumToText(Serial)

Set Field namekey

Calculation "AD"

Send Mail To:

No dialog Titled Position::CPOEmail

CC:

Subject:

Subject

Message:

Emessage

Attach:

""

Else

Set Field CPOURL

Calculation "http://atoz.nasa.okstate.edu:591/taf/FMPro?-db=TAF&-format=final.html&Serial="&

NumToText(Serial)&"&-find"

Set Field Emessage

Calculation "This is an automated message.¶¶The travel authorization form for" & First & " " & Last

& " to travel to " & If(IsEmpty(DDate), PVToCity & " " & PVToState, ToCity & " " & ToState) & " on " &

If(IsEmpty(DDate), DateToText(PVDate), DateToText(DDate)) & " is ready for a final  
itinerary decision.¶No feedback was received from the specialist. Please refer to the following URL to provide instructions to the Travel Coordinator:¶¶" & CPOURL&  
"¶¶The  
reference number for this request is #" & NumToText(Serial)  
Set Field namekey  
Calculation "AsD"  
Send Mail To:  
No dialog Titled Position::CPOEmail  
CC:  
Subject:  
Subject  
Message:  
Emessage  
Attach:  
""  
End If  
Set Field FeedDate  
Calculation Status(CurrentDate)  
Set Field FeedTime  
Calculation Status(CurrentTime)  
Set Field StepNumber  
Calculation 7  
Set Field NoResponse  
Calculation 1  
Speak Speech Data:  
Speak: Itineraries returned without specialist feedback.  
Wait for completion

## APPENDIX AC: FINAL.HTML

*This form is used by the A. Director to select an itinerary for booking.*

```
<html>
<head>
<title>Travel Authorization Form Review</title>
<meta name="generator" content="GoLive CyberStudio 3">
</head>
<body bgcolor="#94de86" text="black">
<center>
<h1><font color="black">Final</font>[FMP-IF: Field: NoFlight .neq. 1]<font
color="black">Itinerary[/FMP-IF]Review</font></h1>
<p><font color="black">[FMP-If: StepNumber .gt. 7] You have already reviewed this
request and returned it to the Travel Coordinator on[FMP-Field: CGRDate] at[FMP-
Field: CGRTime][FMP-IF][FMP-IF: StepNumber .lt. 7]You have already reviewed this
request and rejected the itineraries. New ones have not yet been prepared by the Travel
Coordinator.[/FMP-IF]</font></p>
<h3><font color="black">
<table border="1" cellpadding="0" cellspacing="2" width="494">
<tr>
<td bgcolor="white"><font color="black"><b>Instructions:</b></font>[FMP-IF: Field:
NoFlight .neq. 1]<font color="black">Please select an itinerary to be submitted to the
Travel Coordinator for booking. If no selection is made, the form will be returned to the
Travel Coordinator so alternative selections can be offered.[FMP-Else]Please review this
request and cost grid for COTR approval.[/FMP-IF]</font></td>
</tr>
</table>
</font></h3>
</center>
<div align="left">
<p>
<form action="FMPro" method="post">
<input type="hidden" name="-RecID" value="[FMP-currentrecid]"><input
type="hidden" name="-db" value="TAF"><font color="white"><input type="hidden"
name="-Script" value="FinalCost"></font><input type="hidden" name="-format"
value="processed.html">
<table border="4" cellpadding="0" cellspacing="2" bgcolor="#ffffcc">
<tr>
<td><b>Director's Comments:</b>[FMP-Field: DComments]</td>
</tr>
</table>
</p>
</div>
```



```

<center>
<p>
<table border="2" cellpadding="0" cellspacing="2" bgcolor="white">
<tr>
<td colspan="2">
<center>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td>
<center>
</center>
</td>
<td>
<center>Oklahoma State University
<p>NASA Aerospace Education Services Program/Teaching From Space Program</p>
<p><b>Travel Authorization Request</b></center>
</td>
<td></td>
</tr>
</table>
</center>
</td>
</tr>
<tr>
<td colspan="2">
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td><font size="2"><u>[FMP-Field: Center]</u><br>
<b>Center</b></font></td>
<td><font size="2"><u>[FMP-Field: Last]</u></font><font size="2"><br>
</font><font size="2"><b>Last Name</b></font></td>
<td><font size="2"><u>[FMP-Field: First]</u><br>
</font><font size="2"><b>First Name</b></font></td>
</tr>
</tr>
<td colspan="3">
<center>
<i>[FMP-Field: Contract]</i></center>
</td>
</tr>
<tr>
<td colspan="3">
<div align="left">
<font size="2"><b>Purpose of Trip:</b></font><font size="2">[FMP-Field:
Purpose]</font></div>
</td>

```

```

</tr>
</table>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Air Transportation</b></font>
<p><font size="2">[FMP-Field: AirPref]</font></p>
<p><font size="2"><b>Preferred Airline:</b></font></p>
<p><font size="2">[FMP-Field: Airline]</font></center>
</td>
<td>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td rowspan="2" bgcolor="#ccffff">
<center>
<font size="2"><b>Date</b></font></center>
</td>
<td rowspan="2" bgcolor="#ccffff">
<center>
<font size="2"><b>Preferred</b></font><font size="2"><br>
<b>Depart</b><br>
<b>Time</b></font></center>
</td>
<td colspan="2" bgcolor="#ccffff">
<center>
<font size="2"><b>From:</b></font></center>
</td>
<td colspan="2" bgcolor="#ffff99">
<center>
<font size="2"><b>To:</b></font></center>
</td>
<td rowspan="2" bgcolor="#ffff99">
<center>
<font size="2"><b>Preferred</b><br>
<b>Arrival</b><br>
<b>Time</b></font></center>
</td>
</tr>
<tr>
<td colspan="2" bgcolor="#ccffff">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td colspan="2" bgcolor="#ccffff">

```

```

<center>
<font size="2"><b>State</b></font></center>
</td>
<td bgcolor="#ffff99">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#ffff99">
<center>
<font size="2"><b>State</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ccffff"><font size="2">[FMP-Repeating: DDate][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ccffff"><font size="2">[FMP-Repeating: DepartPref][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ccffff">
<div align="left">
<font size="2">[FMP-Repeating: FCity][FMP-RepeatingItem]<br>
[/FMP-Repeating]</font></div>
</td>
<td bgcolor="#ccffff">
<div align="left">
<font size="2">[FMP-Repeating: FState][FMP-RepeatingItem]<br>
[/FMP-Repeating]</font></div>
</td>
<td bgcolor="#ffff99"><font size="2">[FMP-Repeating: ToCity][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffff99"><font size="2">[FMP-Repeating: ToState][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffff99"><font size="2">[FMP-Repeating: ArrivePref][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
</tr>
</table>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Ground Transportation</b></font>

```

```

<p><font size="2">[FMP-Field: Ground]</font></center>
</td>
<td>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td rowspan="2" bgcolor="#ffba39">
<center>
<font size="2"><b>Date</b></font></center>
</td>
<td rowspan="2" bgcolor="#ffba39">
<center>
<font size="2"><b>Departure</b></font><br>
<font size="2"><b>Time</b></font></center>
</td>
<td bgcolor="#ffba39" colspan="2">
<center>
<font size="2"><b>From:</b></font></center>
</td>
<td bgcolor="#d0ff3a" colspan="2">
<center>
<font size="2"><b>To:</b></font></center>
</td>
<td rowspan="2" bgcolor="#d0ff3a">
<center>
<font size="2"><b>Est.</b></font><br>
<font size="2"><b>Miles</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ffba39">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#ffba39">
<center>
<font size="2"><b>State</b></font></center>
</td>
<td bgcolor="#d0ff3a">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#d0ff3a">
<center>
<font size="2"><b>State</b></font></center>
</td>
</tr>

```

```

<tr>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVDate][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVTime][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVFCity][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVFState][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#d0ff3a"><font size="2">[FMP-Repeating: PVToCity][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#d0ff3a"><font size="2">[FMP-Repeating: PVToState][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#d0ff3a">
<div align="right">
<font size="2">[FMP-Repeating: PVMiles][FMP-RepeatingItem]<br>
[/FMP-Repeating]</font></div>
</td>
</tr>
</table>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Rental Vehicle</b></font>
<p><font size="2">[FMP-Field: RentType]<br>
[FMP-Field: RentOther]</font></center>
</td>
<td bgcolor="#e6e6fa">
<div align="left">
<font size="2"><b>Justification for use of rental car:</b></font></div>
<center>
<p><font size="2">[FMP-Field: Rental]
<table border="1" cellpadding="0" cellspacing="2" width="100%" bgcolor="#e6e6fa">
<tr>
<td rowspan="2">
<center>
<font size="2"><b>Rental Vehicle:</b></font></center>
</td>

```

```

<td>
<center>
<font size="2"><b>Pick-up Date</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Pick-up Location</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Drop-off Date</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Drop-off Location</b></font></center>
</td>
</tr>
<tr>
<td><font size="2">[FMP-Field: RentPUDate]</font></td>
<td><font size="2">[FMP-Field: RentPUPlace]</font></td>
<td><font size="2">[FMP-Field: RentDODate]</font></td>
<td><font size="2">[FMP-Field: RentDOPlace]</font></td>
</tr>
</table>
</font></center>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Per Diem Request</b></font>
<p><font size="2">[FMP-Field: PerDiem]</font>[fmp-if: perdiem .eq. up to 300%
lodging]</p>
<p><font size="2"><b>Est. Cost/Night</b></font><br>
<font size="2"><b>Over Published Rate</b></font></p>
<p><font size="2">[FMP-Field: over][fmp-if]</font></center>
</td>
<td>
<div align="left">
<font size="2"><b>
<table border="0" cellpadding="0" cellspacing="2" width="50%" height="100%">
<tr>
<td><font size="2"><b>Justification for 300% Lodging Per Diem:</b></font>
<div align="left">
<p><font size="2">[FMP-Field: HighPD]</font></div>
</td>

```

```

</tr>
<tr>
<td>
<div align="left">
<font size="2"><b>Comments:</b></font>
<p><font size="2">[FMP-Field: Comments]</font></div>
</td>
</tr>
</table>
</b></font></div>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Hotel Arrangements By</b></font>
<p><font size="2">[FMP-Field: Hotel]</font></center>
</td>
<td rowspan="2"><b>
<table border="2" cellpadding="0" cellspacing="2" width="100%" height="100%"
bgcolor="#99ff99">
<caption>
<center>
<b>Costing Grid</b></center>
</caption>
<tr>
<td><font size="2"><b># of Days</b></font></td>
<td>
<center>
<font size="2"><b>Prepaid</b></font><br>
<font size="2"><b>Items</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Reimbursable</b></font><br>
<font size="2"><b>Items</b></font></center>
</td>
</tr>
<tr>
<td><font size="2"><b>Airfare</b></font></td>
<td>
<div align="right">
<font size="2">${FMP-Field:PIAirfare}</font></div>
</td>
<td>
<div align="right">

```

```

<font size="2">${FMP-Field:RIAirfare}</font></div>
</td>
</tr>
<tr>
<td><font size="2"><b>POV</b></font></td>
<td>
<div align="right">
<font size="2">${FMP-Field:PIPOV}</font></div>
</td>
<td>
<div align="right">
<font size="2">${FMP-Field:RIPOV}</font></div>
</td>
</tr>
<tr>
<td><font size="2"><b>Rental Car/Fuel</b></font></td>
<td>
<div align="right">
<font size="2">${FMP-Field:PIRent}</font></div>
</td>
<td>
<div align="right">
<font size="2">${FMP-Field:RIRent}</font></div>
</td>
</tr>
<tr>
<td><font size="2"><b>M&amp;I</b></font></td>
<td>
<div align="right">
<font size="2">${FMP-Field:PIMI}</font></div>
</td>
<td>
<div align="right">
<font size="2">${FMP-Field:RIMI}</font></div>
</td>
</tr>
<tr>
<td><font size="2"><b>Lodging</b></font></td>
<td>
<div align="right">
<font size="2">${FMP-Field:PILOdging}</font></div>
</td>
<td>
<div align="right">
<font size="2">${FMP-Field:RILOdging}</font></div>
</td>

```



```

</tr>
<tr>
<td><font size="2"><b>Registration</b></font></td>
<td>
<div align="right">
<font size="2">${FMP-Field:PIReg}</font></div>
</td>
<td>
<div align="right">
<font size="2">${FMP-Field:RIReg}</font></div>
</td>
</tr>
<tr>
<td><font size="2"><b>Ground Transportation</b></font><br>
<font size="2"><b>(Other than Rental)</b></font></td>
<td>
<div align="right">
<font size="2">${FMP-Field:PIGround}</font></div>
</td>
<td>
<div align="right">
<font size="2">${FMP-Field:RIGround}</font></div>
</td>
</tr>
<tr>
<td><font size="2"><b>Misc. (Lodging Tax, Hotel Parking, etc)</b></font></td>
<td>
<div align="right">
<font size="2">${FMP-Field:PIMisc}</font></div>
</td>
<td>
<div align="right">
<font size="2">${FMP-Field:RIMisc}</font></div>
</td>
</tr>
<tr>
<td bgcolor="white"><b>SUBTOTALS</b></td>
<td bgcolor="white">
<div align="right">${FMP-Field: PISub}</div>
</td>
<td bgcolor="white">
<div align="right">${FMP-Field: RISub}</div>
</td>
</tr>
<tr>
<td bgcolor="white"><b>TOTAL ESTIMATED COST</b></td>

```

```

<td bgcolor="white" colspan="2">
<div align="right">
<b>${FMP-Field: TotalCost}</b></div>
</td>
</tr>
</table>
</b></td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Registration Fee</b></font>
<p><font size="2">[FMP-Field: Registration]</font></p>
<p><font size="2"><b>Prepaid By</b></font></p>
<p><font size="2">[FMP-Field: RegPaidBy]</font></center>
</td>
</tr>
</table>
[FMP-IF: Field: NoFlight .neq. 1]
<hr>
<table border="4" cellpadding="0" cellspacing="2" bgcolor="#7ea5a9" width="100%">
<caption>
<h2>Itinerary Options</h2>
<div align="left">
<p>
<table border="4" cellpadding="0" cellspacing="2" bgcolor="#ffffcc">
<tr>
<td><b>Specialist Feedback:</b>[FMP-Field: SPFeedback]</td>
</tr>
</table>
</div>
</caption>
<tr>
<td width="20%">
<center>
[FMP-IF: Field: Itin1 .neq.]<b>Option 1</b>
<p>Accept this itinerary?</p>
<p><input type="radio" name="It1Flag" value="1"> Yes<input type="radio"
name="It1Flag" value="0" checked> No</center>
</td>
<td bgcolor="white">
<div align="left">
<font face="Courier">[FMP-Field: Itin1, Break]</font></div>
</td>
</tr>
</tr>

```

```

<td width="20%">[/FMP-IF][FMP-IF: Field: Itin2 .neq.]
<center>
<p><b>Option 2</b></p>
<p>Accept this itinerary?</p>
<p><input type="radio" name="It2Flag" value="1"> Yes<input type="radio"
name="It2Flag" value="0" checked> No</center>
</td>
<td bgcolor="white">
<div align="left">
<font face="Courier">[FMP-Field: Itin2, Break]</font></div>
</td>
</tr>
<tr>
<td width="20%">[/FMP-IF][FMP-IF: Field: Itin3 .neq.]
<center>
<p><b>Option 3</b></p>
<p>Accept this itinerary?</p>
<p><input type="radio" name="It3Flag" value="1"> Yes<input type="radio"
name="It3Flag" value="0" checked> No</center>
</td>
<td bgcolor="white">
<div align="left">
<font face="Courier">[FMP-Field: Itin3, Break]</font></div>
<p>[/FMP-IF]</td>
</tr>
</table>
<p>
<p>
<table border="4" cellpadding="0" cellspacing="2" width="100%" bgcolor="#ffffcc">
<tr>
<td><b>Instructions for Travel Coordinator: (update if all proposed itineraries are being
rejected)</b><textarea name="Instructions" rows="5" cols="70">[FMP-Field:
Instructions]</textarea></td>
</tr>
</table>
<p>
<p>[/FMP-IF]<font color="black">[FMP-If: StepNumber .eq. 7]</font></p>
</center>
<p><input type="submit" name="-edit" value="Submit"><font color="black">[/FMP-
IF]</font>
</form>
</body>
</html>

```

## APPENDIX AD: INFORMCOTR

*This script generates and sends an email to the COTR requesting final approval for a travel request.*

```
If Calculation Center = "OSU"
  Perform Script FinalApproval
  Sub-scripts
  Exit Script
End If
Set Field SCOTRDate
Calculation Status(CurrentDate)
Set Field LRDate
Calculation Status(CurrentDate)
Set Field SCOTRTime
Calculation Status(CurrentTime)
Set Field LRTime
Calculation Status(CurrentTime)
Set Field Subject
Calculation "Travel Authorization Requested"
Set Field CPOURL
Calculation "http://atoz.nasa.okstate.edu:591/taf/FMPro?-db=TAF&-
format=COTR.html&Serial="
&NumToText(Serial)&"&-find"
If Calculation NoFlight=1
  Set Field Emessage
  Calculation "This is an automated message.¶¶A travel authorization form has been
submitted
  which requires your attention. " & First & " " & Last & " is requesting expense
reimbursement for " & Purpose & ".¶Please refer to the following URL to review this
request:¶¶" & CPOURL & "¶¶The reference number for this request is #" &
NumToText(Serial)
Else
  Set Field Emessage
  Calculation "This is an automated message.¶¶A travel request for " & First & " " &
Last & " to travel
  to " & If(IsEmpty(DDate), PVToCity & ", " & PVToState, ToCity & " " & ToState) &
" on "
  &
  If(IsEmpty(DDate), DateToText(PVDate), DateToText(DDate)) & " has been
submitted
  for your approval.¶Please refer to the following URL to approve or disapprove this
request:¶¶" & CPOURL& "¶¶The reference number for this request is #" &
NumToText(Serial)
```

End If  
If Calculation PatternCount(Contract, "AESP")  
    Set Field namekey  
    Calculation "ACOTR"  
Else  
    Set Field namekey  
    Calculation "TCOTR"  
End If  
Send Mail To:  
No dialog Titled Position::CPOEmail  
CC:  
Subject:  
Subject  
Message:  
Emessage  
Attach:  
""  
Set Field StepNumber  
Calculation 9  
Speak Speech Data:  
Speak: A travel request has been forwarded to Washington for approval.  
Wait for completion  
Go to Layout TAR  
Print  
No dialog  
Go to Layout Tracking

## APPENDIX AE: COTR.HTML

*This is the travel approval form used by the COTR.*

```
<html>
<head>
<title>Travel Authorization Form Review</title>
<meta name="generator" content="GoLive CyberStudio 3">
</head>
<body bgcolor="white" text="black">
<center>
<h1><font color="red">Final Approval</font></h1>
<p><font color="black"><b>[FMP-If: StepNumber .gt. 9][FMP-If: COTRDecision .eq.
Y]You have already approved this request on[FMP-Field: COTRSDate] at[FMP-Field:
COTRSTime].[/FMP-IF]/[/FMP-IF]</b></font></p>
<h3><font color="black">
<table border="1" cellpadding="0" cellspacing="2" width="494">
<tr>
<td bgcolor="white"><font color="black"><b>Instructions:</b></font><font
color="black"> Please review the following travel request and indicate your approval or
disapproval in the space provided below.</font></td>
</tr>
</table>
</font></h3>
</center>
<p><font color="red">
<form action="FMPPro" method="post">
<input type="hidden" name="-RecID" value="[FMP-currentrecid]"><input
type="hidden" name="-db" value="TAF"><input type="hidden" name="-Script"
value="FinalApproval"><input type="hidden" name="-format"
value="processed.html"></font><font color="white"><input type="hidden" name="-
Error" value="error.html"></font><font color="red">&nbsp;</font></p>
<p>
<table border="2" cellpadding="0" cellspacing="2" bgcolor="white">
<tr>
<td colspan="2">
<center>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td>
<center>
</center>
</td>
<td>
```

```

<center>Oklahoma State University
<p>NASA Aerospace Education Services Program/Teaching From Space Program</p>
<p><b>Travel Authorization Request</b></center>
</td>
<td></td>
</tr>
</table>
</center>
</td>
</tr>
<tr>
<td colspan="2">
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td><font size="2"><u>[FMP-Field: Center]</u><br>
<b>Center</b></font></td>
<td><font size="2"><u>[FMP-Field: Last]</u></font><font size="2"><br>
</font><font size="2"><b>Last Name</b></font></td>
<td><font size="2"><u>[FMP-Field: First]</u><br>
</font><font size="2"><b>First Name</b></font></td>
</tr>
<tr>
<td colspan="3">
<center>
<i>[FMP-Field: Contract]</i></center>
</td>
</tr>
<tr>
<td colspan="3">
<div align="left">
<font size="2"><b>Purpose of Trip:</b></font><font size="2">[FMP-Field:
Purpose]</font></div>
</td>
</tr>
</table>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Air Transportation</b></font>
<p><font size="2">[FMP-Field: AirPref]</font></p>
<p><font size="2"><b>Preferred Airline:</b></font></p>
<p><font size="2">[FMP-Field: Airline]</font></center>
</td>
</tr>

```

```

<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td rowspan="2" bgcolor="#ccfff">
<center>
<font size="2"><b>Date</b></font></center>
</td>
<td rowspan="2" bgcolor="#ccfff">
<center>
<font size="2"><b>Preferred</b></font><font size="2"><br>
<b>Depart</b><br>
<b>Time</b></font></center>
</td>
<td colspan="2" bgcolor="#ccfff">
<center>
<font size="2"><b>From:</b></font></center>
</td>
<td colspan="2" bgcolor="#ffff99">
<center>
<font size="2"><b>To:</b></font></center>
</td>
<td rowspan="2" bgcolor="#ffff99">
<center>
<font size="2"><b>Preferred</b><br>
<b>Arrival</b><br>
<b>Time</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ccfff">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#ccfff">
<center>
<font size="2"><b>State</b></font></center>
</td>
<td bgcolor="#ffff99">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#ffff99">
<center>
<font size="2"><b>State</b></font></center>
</td>
</tr>
</tr>

```



```

<td bgcolor="#ccffff"><font size="2">[FMP-Repeating: DDate][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ccffff"><font size="2">[FMP-Repeating: DepartPref][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ccffff">
<div align="left">
<font size="2">[FMP-Repeating: FCity][FMP-RepeatingItem]<br>
[/FMP-Repeating]</font></div>
</td>
<td bgcolor="#ccffff">
<div align="left">
<font size="2">[FMP-Repeating: FState][FMP-RepeatingItem]<br>
[/FMP-Repeating]</font></div>
</td>
<td bgcolor="#ffff99"><font size="2">[FMP-Repeating: ToCity][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffff99"><font size="2">[FMP-Repeating: ToState][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffff99"><font size="2">[FMP-Repeating: ArrivePref][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
</tr>
</table>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Ground Transportation</b></font>
<p><font size="2">[FMP-Field: Ground]</font></center>
</td>
<td>
<table border="0" cellpadding="0" cellspacing="2" width="100%">
<tr>
<td rowspan="2" bgcolor="#ffba39">
<center>
<font size="2"><b>Date</b></font></center>
</td>
<td rowspan="2" bgcolor="#ffba39">
<center>
<font size="2"><b>Departure</b></font><br>
<font size="2"><b>Time</b></font></center>

```

```

</td>
<td bgcolor="#ffba39" colspan="2">
<center>
<font size="2"><b>From:</b></font></center>
</td>
<td bgcolor="#d0ff3a" colspan="2">
<center>
<font size="2"><b>To:</b></font></center>
</td>
<td rowspan="2" bgcolor="#d0ff3a">
<center>
<font size="2"><b>Est.</b></font><br>
<font size="2"><b>Miles</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ffba39">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#ffba39">
<center>
<font size="2"><b>State</b></font></center>
</td>
<td bgcolor="#d0ff3a">
<center>
<font size="2"><b>City</b></font></center>
</td>
<td bgcolor="#d0ff3a">
<center>
<font size="2"><b>State</b></font></center>
</td>
</tr>
<tr>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVDate][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVTime][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVFCity][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#ffba39"><font size="2">[FMP-Repeating: PVFState][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>

```

```

<td bgcolor="#d0ff3a"><font size="2">[FMP-Repeating: PVToCity][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#d0ff3a"><font size="2">[FMP-Repeating: PVToState][FMP-
RepeatingItem]<br>
[/FMP-Repeating]</font></td>
<td bgcolor="#d0ff3a">
<div align="right">
<font size="2">[FMP-Repeating: PVMiles][FMP-RepeatingItem]<br>
[/FMP-Repeating]</font></div>
</td>
</tr>
</table>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Rental Vehicle</b></font>
<p><font size="2">[FMP-Field: RentType]<br>
[FMP-Field: RentOther]</font></center>
</td>
<td bgcolor="#e6e6fa">
<div align="left">
<font size="2"><b>Justification for use of rental car:</b></font></div>
<center>
<p><font size="2">[FMP-Field: Rental]
<table border="1" cellpadding="0" cellspacing="2" width="100%" bgcolor="#e6e6fa">
<tr>
<td rowspan="2">
<center>
<font size="2"><b>Rental Vehicle:</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Pick-up Date</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Pick-up Location</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Drop-off Date</b></font></center>
</td>
<td>

```

```

<center>
<font size="2"><b>Drop-off Location</b></font></center>
</td>
</tr>
<tr>
<td><font size="2">[FMP-Field: RentPUDate]</font></td>
<td><font size="2">[FMP-Field: RentPUPlace]</font></td>
<td><font size="2">[FMP-Field: RentDODate]</font></td>
<td><font size="2">[FMP-Field: RentDOPlace]</font></td>
</tr>
</table>
</font></center>
</td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Per Diem Request</b></font>
<p><font size="2">[FMP-Field: PerDiem]</font>[fmp-if: perdiem .eq. up to 300%
lodging]</p>
<p><font size="2"><b>Est. Cost/Night</b></font><br>
<font size="2"><b>Over Published Rate</b></font></p>
<p><font size="2">[FMP-Field: over][fmp-if]</font></center>
</td>
<td>
<div align="left">
<font size="2"><b>
<table border="0" cellpadding="0" cellspacing="2" width="50%" height="100%">
<tr>
<td><font size="2"><b>Justification for 300% Lodging Per Diem:</b></font>
<div align="left">
<p><font size="2">[FMP-Field: HighPD]</font></div>
</td>
</tr>
<tr>
<td>
<div align="left">
<font size="2"><b>Comments:</b></font>
<p><font size="2">[FMP-Field: Comments]</font></div>
</td>
</tr>
</table>
</b></font></div>
</td>
</tr>
<tr>

```

```

<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Hotel Arrangements By</b></font>
<p><font size="2">[FMP-Field: Hotel]</font></center>
</td>
<td rowspan="2"><b>
<table border="2" cellpadding="0" cellspacing="2" width="100%" height="100%"
bgcolor="#99ff99">
<caption>
<center>
<b>Costing Grid</b></center>
</caption>
<tr>
<td><font size="2"><b># of Days</b></font></td>
<td>
<center>
<font size="2"><b>Prepaid</b></font><br>
<font size="2"><b>Items</b></font></center>
</td>
<td>
<center>
<font size="2"><b>Reimbursable</b></font><br>
<font size="2"><b>Items</b></font></center>
</td>
</tr>
<tr>
<td><font size="2"><b>Airfare</b></font></td>
<td>
<div align="right">
<font size="2">${FMP-Field:PIAirfare}</font></div>
</td>
<td>
<div align="right">
<font size="2">${FMP-Field:RIAirfare}</font></div>
</td>
</tr>
<tr>
<td><font size="2"><b>POV</b></font></td>
<td>
<div align="right">
<font size="2">${FMP-Field:PIPOV}</font></div>
</td>
<td>
<div align="right">
<font size="2">${FMP-Field:RIPOV}</font></div>
</td>

```

```

</tr>
<tr>
<td><font size="2"><b>Rental Car/Fuel</b></font></td>
<td>
<div align="right">
<font size="2">${FMP-Field:PIRent}</font></div>
</td>
<td>
<div align="right">
<font size="2">${FMP-Field:RIRent}</font></div>
</td>
</tr>
<tr>
<td><font size="2"><b>M&amp;I</b></font></td>
<td>
<div align="right">
<font size="2">${FMP-Field:PIMI}</font></div>
</td>
<td>
<div align="right">
<font size="2">${FMP-Field:RIMI}</font></div>
</td>
</tr>
<tr>
<td><font size="2"><b>Lodging</b></font></td>
<td>
<div align="right">
<font size="2">${FMP-Field:PILOdging}</font></div>
</td>
<td>
<div align="right">
<font size="2">${FMP-Field:RILOdging}</font></div>
</td>
</tr>
<tr>
<td><font size="2"><b>Registration</b></font></td>
<td>
<div align="right">
<font size="2">${FMP-Field:PIReg}</font></div>
</td>
<td>
<div align="right">
<font size="2">${FMP-Field:RIReg}</font></div>
</td>
</tr>
<tr>

```

```

<td><font size="2"><b>Ground Transportation</b></font><br>
<font size="2"><b>(Other than Rental)</b></font></td>
<td>
<div align="right">
<font size="2">${FMP-Field:PIGround}</font></div>
</td>
<td>
<div align="right">
<font size="2">${FMP-Field:RIGround}</font></div>
</td>
</tr>
<tr>
<td><font size="2"><b>Misc. (Lodging Tax, Hotel Parking, etc)</b></font></td>
<td>
<div align="right">
<font size="2">${FMP-Field:PIMisc}</font></div>
</td>
<td>
<div align="right">
<font size="2">${FMP-Field:RIMisc}</font></div>
</td>
</tr>
<tr>
<td bgcolor="white"><b>SUBTOTALS</b></td>
<td bgcolor="white">
<div align="right">${FMP-Field: PISub}</div>
</td>
<td bgcolor="white">
<div align="right">${FMP-Field: RISub}</div>
</td>
</tr>
<tr>
<td bgcolor="white"><b>TOTAL ESTIMATED COST</b></td>
<td bgcolor="white" colspan="2">
<div align="right">
<b>${FMP-Field: TotalCost}</b></div>
</td>
</tr>
</table>
</b></td>
</tr>
<tr>
<td bgcolor="#dcdcdc">
<center>
<font size="2"><b>Registration Fee</b></font>
<p><font size="2">[FMP-Field: Registration]</font></p>

```

```

<p><font size="2"><b>Prepaid By</b></font></p>
<p><font size="2">[FMP-Field: RegPaidBy]</font></center>
</td>
</tr>
</table>
[FMP-IF: Field: NoFlight .neq. 1]
<hr>
<table border="4" cellpadding="0" cellspacing="2" width="100%" bgcolor="#009999">
<caption>
<h2>Flight Itinerary</h2>
</caption>
<tr>
<td bgcolor="black">[FMP-IF: Field: It1Flag .neq. 0]<font face="Courier"
color="white">[FMP-Field: Itin1, Break]</font>[/FMP-IF][FMP-IF: Field: It2Flag .neq.
0]<font face="Courier" color="white">[FMP-Field: Itin2, Break]</font><font
color="white">[/FMP-IF][FMP-IF: Field: It3Flag .neq. 0]</font><font face="Courier"
color="white">[FMP-Field: Itin3, Break]</font><font color="white">[/FMP-
IF]</font></td>
</tr>
</table>
[/FMP-IF]</p>
<p>
<table border="4" cellpadding="0" cellspacing="2" width="100%" bgcolor="#ffffcc">
<tr>
<td><b>COTR Feedback:</b>
<p><textarea name="COTRFeedback" rows="5" cols="70">[FMP-Field:
COTRFeedback]</textarea></td>
</tr>
</table>
</p>
<div align="left">
<p><font color="black"><b>[FMP-If: StepNumber .neq. 11]</b></font><b><input
type="radio" name="COTRDecision" value="Y" checked> Approve Travel<br>
<input type="radio" name="COTRDecision" value="N"> Disapprove Travel (If
disapproved, please provide feedback in the space above)</b></p>
</div>
<p><b>Password:</b><input type="password" name="COTRpass" size="24"></p>
<p><input type="submit" name="-edit" value="Submit">[/fmp-if]
</form>
</body>
</html>

```



## APPENDIX AF: FINALAPPROVAL

*This script processes the request after it has been reviewed by the COTR. It generates and sends an email to the user, the Travel Coordinator and the Financial Coordinator if the request has been approved.*

```
If Calculation Center ≠ "OSU"
  If Calculation IsEmpty(COTRpass)
    Set Field InvalidPass
    Calculation 1
    Exit Script
  End If
  If Calculation PatternCount(Contract, "AESP")
    Set Field namekey
    Calculation "ACOTR"
  Else
    Set Field namekey
    Calculation "TCOTR"
  End If
  Set Field namekey
  Calculation Titled Position::CPOEmail
  If Calculation COTRpass ≠ COTRPass::Password
    Set Field InvalidPass
    Calculation 1
    Exit Script
  End If
  Set Field InvalidPass
  Calculation 0
  Set Field COTRSDate
  Calculation Status(CurrentDate)
  Set Field COTRSTime
  Calculation Status(CurrentTime)
Else
  Set Field COTRDecision
  Calculation "Y"
End If
If Calculation COTRDecision = "Y"
  If Calculation Center ≠ "OSU"
    Set Field COTRSig
    Calculation COTRPass::Image
  End If
  Set Field Subject
  Calculation First & " " & Last & " Travel Approved"
  If Calculation NoFlight=1
    Set Field Emessage
```

Calculation "This is an automated message.¶¶" & First & " " & Last & " has  
 received final approval  
 to have expenses reimbursed for " & Purpose & ".¶A printed copy of the Travel  
 Authorization Form is being generated automatically at OSU."& "¶¶The reference  
 number for this request is #" & NumToText(Serial)  
 Else  
 Set Field Emessage  
 Calculation "This is an automated message.¶¶" & First & " " & Last & " has  
 received final approval  
 to travel to " & If(IsEmpty(DDate), PVTtoCity & " " & PVTtoState, ToCity & " " &  
 ToState)  
 & " on " &  
 If(IsEmpty(DDate), DateToText(PVDate), DateToText(DDate)) & " ¶¶Purpose: " &  
 Purpose & "¶A printed copy of the Travel Authorization Form is being generated  
 automatically at OSU."& "¶¶The reference number for this request is #" &  
 NumToText(Serial)  
 End If  
 Set Field namekey  
 Calculation "TC"  
 Set Field Clay  
 Calculation "Coordinator"  
 Send Mail To:  
 No dialog Titled Position::CPOEmail  
 CC:  
 CC Title::CPOEmail  
 Subject:  
 Subject  
 Message:  
 Emessage  
 Attach:  
 ""  
 Send Mail To:  
 No dialog Email  
 CC:  
 Center::AAEmail  
 Subject:  
 Subject  
 Message:  
 Emessage  
 Attach:  
 ""  
 Speak Speech Data:  
 Speak: A travel request has received final approval and is ready to be printed.  
 Wait for completion  
 Perform Script PrintFinalForm  
 Sub-scripts

```

Set Field StepNumber
Calculation 10
Else
Set Field Subject
Calculation First & " " & Last & " Travel Disapproved"
Set Field CPOURL
Calculation "http://atoz.nasa.okstate.edu:591/taf/FMPro?-db=TAF&-
format=disapproved.html&S
erial=" & NumToText(Serial) & "-find"
Set Field Emessage
Calculation "This is an automated message.¶¶The travel request for" & First & " " &
Last & " to
travel to " & If(IsEmpty(DDate), PVToCity & " " & PVToState, ToCity & " " &
ToState) & "
on " &
If(IsEmpty(DDate), DateToText(PVDate), DateToText(DDate)) & " ¶¶Purpose: " &
Purpose & " has been disapproved by the COTR.¶¶The reference number for this
request is #" & NumToText(Serial) & " ¶¶" & COTRFeedback
Send Mail To:
No dialog Email
CC:
Center::AAEmail
Subject:
Subject
Message:
Emessage
Attach:
""
If Calculation PatternCount(Contract, "AESP")
Set Field namekey
Calculation "AD"
Send Mail To:
No dialog Titled Position::CPOEmail
CC:
Subject:
Subject
Message:
Emessage
Attach:
""
Else
Set Field namekey
Calculation "AsD"
Send Mail To:
No dialog Titled Position::CPOEmail
CC:

```

Subject:  
Subject  
Message:  
Emessage  
Attach:  
“”

End If  
Perform Script InformDisapprove  
Sub-scripts  
Speak Speech Data:  
Speak: A travel request was denied by the C O T R and is being returned for review.  
Wait for completion  
Set Field StepNumber  
Calculation 10  
End If  
Set Field Archive  
Calculation 1

## APPENDIX AG: PRINTFINALFORM

*This script prints the signed, completed travel request form.*

Go to Layout TAR

Print

No dialog

Go to Layout Tracking

## APPENDIX AH: LOADTIMERS

*This script runs automatically when the database is opened. It sets the timers for all automated scripts.*

```
Set Field Trigger
Calculation External("ScSc-RemoveEvent", "SpecialResponse")
Set Field Trigger
Calculation External("ScSc-RemoveEvent", "StatusReport")
Set Field Trigger
Calculation External("ScSc-RemoveEvent", "PrintStatusReport")
Set Field Trigger
Calculation External("ScSc-RemoveEvent", "Reminders")
Set Field Trigger
Calculation External("ScSc-AddEvent",
"SpecialResponse|TAF|CheckForFeedback|E|01|00|00")
Set Field Trigger
Calculation External("ScSc-AddEvent",
"StatusReport|TAF|MailStatusReports|D|17|30|00")
Set Field Trigger
Calculation External("ScSc-AddEvent",
"PrintStatusReport|TAF|PrintStatusReport|D|07|30|00")
Set Field Trigger
Calculation External("ScSc-AddEvent",
"Reminders|TAF|FriendlyReminders|D|05|00|00")
Speak Speech Data:
Speak: Timers Loaded
Wait for completion
```

## APPENDIX AI: MAILSTATUSREPORTS

*This script sends status reports to the requestor for all pending travel requests.*

```
Perform Script EmptyTrash
Sub-scripts
If Calculation (DayofWeek(Today) = 1) or (DayofWeek(Today) = 7)
  Exit Script
End If
Set Error Capture
On
Perform Find Request 1
Restore find requests StepNumber <10
If Calculation Status(CurrentError) ≠ 0
  Speak Speech Data:
  Speak: There are no pending travel requests at this time.
  Wait for completion
End If
Loop
  Set Field Subject
  Calculation First & " " & Last & " Travel Status Report for " &
DateToText(Status(CurrentDate))
  If Calculation NoFlight = 1
    Set Field Emessage
    Calculation "This is an automated message.¶¶Your request for expense
reimbursement for
  "&Purpose&" was submitted on " & DateToText(ESDate) & " at " &
TimeToText(ESTime)
  & ".¶"
  Else
    Set Field Emessage
    Calculation "This is an automated message.¶¶Your request to travel to " &
If(IsEmpty(DDate),
  PVTtoCity & ", " & PVTtoState, ToCity & ", " & ToState) & " on " &
If(IsEmpty(DDate),
  DateToText(PVDate), DateToText(DDate)) & " was submitted on " &
DateToText(ESDate) & " at " & TimeToText(ESTime) & ".¶"
  End If
  If Calculation (StepNumber ≥ 2) and Center::layout = "cpo.html"
    Set Field Emessage
    Calculation Emessage & "It was approved by the CPO on " & DateToText(CSDate)
& " at " &
    TimeToText(CSTime) & ".¶"
  End If
```

```

If Calculation StepNumber ≥ 3
  Set Field Emessage
  Calculation Emessage & "It was approved by the Director on " &
DateToText(DSDate) & " at " &
  TimeToText(DSTime) & ".J"
End If
If Calculation StepNumber ≥ 4
  If Calculation PatternCount(Contract, "AES")
    Set Field Emessage
    Calculation Emessage & "It was approved by the Assistant Director on " &
DateToText(ADSDate)
    & " at " & TimeToText(ADSTime) & ".J"
  Else
    Set Field Emessage
    Calculation Emessage & "It was approved by the Associate Director on " &
DateToText(AsDSDate) & " at " & TimeToText(AsDSTime) & ".J"
  End If
End If
If Calculation StepNumber ≥ 5
  If Calculation NoFlight = 1
    Set Field Emessage
    Calculation Emessage & "It was reviewed by the Travel Coordinator on " &
DateToText(CGRDate) & " at " & TimeToText(CGRTime) & ".J"
  Else
    Set Field Emessage
    Calculation Emessage & "Travel itineraries were proposed by the Travel
Coordinator on " &
DateToText(TCPDate) & " at " & TimeToText(TCPTime) & ".J"
  End If
End If
If Calculation StepNumber ≥ 6 and NoFlight ≠ 1
  Set Field Emessage
  Calculation Emessage & "The proposed itineraries were returned for your feedback
on " &
DateToText(SRDate) & " at " & TimeToText(SRTime) & ".J"
End If
If Calculation StepNumber ≥ 7 and NoFlight ≠ 1
  If Calculation NoResponse=1
    Set Field Emessage
    Calculation Emessage & "We received no response from you concerning your
proposed
itineraries. They were returned for final itinerary selection on " &
DateToText(FeedDate) & " at " & TimeToText(FeedTime) & ".J"
  Else
    Set Field Emessage

```



Calculation Emessage & "Your intinerary feedback was received on " &  
 DateToText(FeedDate) & "  
     at " & TimeToText(FeedTime) & ".J"  
 End If  
 End If  
 If Calculation StepNumber ≥ 8 and NoFlight ≠ 1  
     Set Field Emessage  
     Calculation Emessage & "Final instructions and a request for cost information was  
 sent to the  
     Travel Coordinator on " & DateToText(CGRDate) & " at " &  
 TimeToText(CGRTime) & ".J"  
 End If  
 If Calculation StepNumber ≥ 9  
     Set Field Emessage  
     Calculation Emessage & "The request was sent to the COTR for final approval on "  
 &  
     DateToText(SCOTRDate) & " at " & TimeToText(SCOTRTime) & ".J"  
 End If  
 Set Field Emessage  
 Calculation Emessage & "JFurther action is pending on your request."& "JJJThe  
 reference number  
     for this request is #" & NumToText(Serial)  
 Send Mail To:  
 No dialog Email  
 CC:  
 Center::AAEmail  
 Subject:  
 Subject  
 Message:  
 Emessage  
 Attach:  
 ""  
 Go to Record/Request/Page  
 Next  
 Exit after last  
 End Loop  
 Speak Speech Data:  
 Speak: Status reports have been generated.  
 Wait for completion

## APPENDIX AJ: FRIENDLYREMINDERS

*This script send email reminders to the appropriate person if a weekday has passed and no action has been taken.*

```
If Calculation (DayofWeek(Today) = 1) or (DayofWeek(Today) = 7)
  Exit Script
End If
Speak Speech Data:
Speak: Begin check for reminder notification.
Wait for completion
Set Error Capture
On
Perform Find Request 1
Restore find requests StepNumber <11
If Calculation Status(CurrentError) ≠ 0
  Speak Speech Data:
  Speak: There are no pending travel requests at this time.
  Wait for completion
End If
Loop
  Set Field Subject
  Calculation "Reminder: A travel request for " & First & " " & Last & " is awaiting
  your review."
  If Calculation NoFlight=1
    Set Field Emessage
    Calculation "This is an automated reminder.¶¶A travel authorization form has been
    submitted
    which requires your attention. " & First & " " & Last & " is requesting expense
    reimbursement for " & Purpose & ".¶Please refer to the following URL to review
    this
    request:¶¶" & CPOURL& "¶¶The reference number for this request is #" &
    NumToText(Serial)
  Else
    Set Field Emessage
    Calculation "This is an automated reminder.¶¶A travel authorization form has been
    submitted
    which requires your attention. " & First & " " & Last & " is requesting travel to " &
    If(IsEmpty(DDate), PVToCity & " " & PVToState, ToCity & ", " & ToState) & " on
    " &
    If(IsEmpty(DDate), DateToText(PVDate), DateToText(DDate)) & ".¶Please refer to
    the following URL to review this request:¶¶" & CPOURL& "¶¶The reference
    number for
    this request is #" & NumToText(Serial)
```

```

End If
If Calculation StepNumber = 1 and (((Today- LRDate) > 2) or (((Today- LRDate) = 2)
and
  (Status(CurrentTime)> LRTime)))
  Send Mail To:
  No dialog Titled Position::CPOEmail
  CC:
  Subject:
  Subject
  Message:
  Emessage
  Attach:
  ""
  Set Field LRDate
  Calculation Status(CurrentDate)
  Set Field LRTime
  Calculation Status(CurrentTime)
End If
If Calculation StepNumber = 2 and (((Today- LRDate) > 2) or (((Today- LRDate) = 2)
and
  (Status(CurrentTime)> LRTime)))
  Set Field LRDate
  Calculation Status(CurrentDate)
  Set Field LRTime
  Calculation Status(CurrentTime)
  Set Field namekey
  Calculation "Director"
  Send Mail To:
  No dialog Titled Position::CPOEmail
  CC:
  Subject:
  Subject
  Message:
  Emessage
  Attach:
  ""
End If
If Calculation (StepNumber = 3 or StepNumber = 5 or StepNumber = 7)and (((Today-
LRDate) > 2) or
  (((Today- LRDate) = 2) and (Status(CurrentTime)> LRTime)))
  If Calculation PatternCount(Contract, "AES")
    Set Field namekey
    Calculation "AD"
  Else
    Set Field namekey
    Calculation "AsD"
  
```

```

End If
Set Field LRDate
Calculation Status(CurrentDate)
Set Field LRTime
Calculation Status(CurrentTime)
Send Mail To:
No dialog Titled Position::CPOEmail
CC:
Subject:
Subject
Message:
Emessage
Attach:
""
End If
If Calculation (StepNumber = 4, or StepNumber = 8)and (((Today- LRDate) > 2) or
((Today- LRDate) =
2) and (Status(CurrentTime)> LRTime)))
Set Field namekey
Calculation "TC"
Send Mail To:
No dialog Titled Position::CPOEmail
CC:
Subject:
Subject
Message:
Emessage
Attach:
""
Set Field LRTime
Calculation Status(CurrentTime)
Set Field LRDate
Calculation Status(CurrentDate)
End If
If Calculation StepNumber = 9 and (((Today- LRDate) > 2) or (((Today- LRDate) = 2)
and
(Status(CurrentTime)> LRTime)))
If Calculation PatternCount(Contract, "AES")
Set Field namekey
Calculation "ACOTR"
Else
Set Field namekey
Calculation "TCOTR"
End If
Set Field LRDate
Calculation Status(CurrentDate)

```

```
Set Field LRTime
Calculation Status(CurrentTime)
Send Mail To:
No dialog Titled Position::CPOEmail
CC:
Subject:
Subject
Message:
Emessage
Attach:
""
End If
If Calculation (StepNumber = 10 or StepNumber = 11 or StepNumber=12)
  Set Field Archive
  Calculation 1
End If
Go to Record/Request/Page
Next
Exit after last
End Loop
```

## APPENDIX AK: ARCHIVE

*This script is used to move data from the active travel file to an archive file.*

```
Set Error Capture
On
Perform Find Request 1
Restore find requests Archive 1
If Calculation Status(CurrentError) ≠ 0
    Speak Speech Data:
    Speak: No records to archive.
    Wait for completion
    Find All
    Exit Script
End If
Export Records Filename: "TAF Transfer"
Restore export order Export Order:
No dialog Account (Text)
ADpass (Text)
ADSDate (Date)
ADSTime (Time)
Airline (Text)
AirPref (Text)
ArrivePref (Text)
AsDpass (Text)
AsDSDate (Date)
AsDSTime (Time)
Center (Text)
CGRDate (Date)
CGRTime (Time)
Clay (Text)
Comments (Text)
Contract (Text)
COTRDecision (Text)
COTRFeedback (Text)
COTRpass (Text)
COTRSDate (Date)
COTRSTime (Time)
Cpass (Text)
CPODecision (Text)
CPOURL (Text)
CSDate (Date)
CSTime (Date)
Days (Number)
```

DComments (Text)  
DDate (Date)  
DepartPref (Text)  
DirDecision (Text)  
Dpass (Text)  
DSDate (Date)  
DSTime (Time)  
Email (Text)  
Emessage (Text)  
Epass (Text)  
ESDate (Date)  
ESTime (Time)  
FCity (Text)  
FeedDate (Date)  
FeedTime (Time)  
FileDate (Calculation)  
First (Text)  
FState (Text)  
Ground (Text)  
HighPD (Text)  
Hotel (Text)  
Instructions (Text)  
InvalidPass (Number)  
It1Flag (Number) It2Flag (Number)  
It3Flag (Number)  
Itin1 (Text)  
Itin2 (Text)  
Itin3 (Text)  
Last (Text)  
LRDate (Date)  
LRTime (Time)  
namekey (Text)  
NoFlight (Number)  
NoResponse (Number)  
over (Number)  
PerDiem (Text)  
PIAirfare (Number)  
PIGround (Number)  
PILodging (Number)  
PIMI (Number)  
PIMisc (Number)  
PIPOV (Number)  
PIReg (Number)  
PIRent (Number)  
PISub (Calculation)  
Purpose (Text)

PVDate (Date)  
PVFCity (Text)  
PVFState (Text)  
PVMiles (Number)  
PVTime (Time)  
PVToCity (Text)  
PVToState (Text)  
Registration (Number)  
RegPaidBy (Text)  
ReminderDate (Date)  
ReminderTime (Time)  
Rental (Text)  
RentDODate (Date)  
RentDOPlace (Text)  
RentOther (Text)  
RentPUDate (Date)  
RentPUPlace (Text)  
RentType (Text)  
RIAirfare (Number)  
RIGround (Number)  
RILodging (Number)  
RIMI (Number)  
RIMisc (Number)  
RIPOV (Number)  
RIReg (Number)  
RIRent (Number)  
RISub (Calculation)  
SCOTRDate (Date)  
SCOTRTime (Time)  
Serial (Number)  
SPFeedback (Text)  
SRDate (Date)  
SRTime (Time)  
StepNumber (Number)  
Subject (Text)  
TCPass (Text)  
TCPDate (Date)  
TCPTime (Time)  
TMSDate (Date)  
TNumber (Text)  
ToCity (Text)  
ToState (Text)  
TotalCost (Calculation)  
Trigger (Number)  
StatDate (Text) ADDecision (Text)  
Error (Number)



Archive (Number)  
Speak Speech Data:  
Speak: Archive exported.  
Wait for completion  
Delete All Records  
No dialog  
Open Filename: "TAF Archive" (139.78.52.178)  
Perform Script External: "TAF Archive" (139.78.52.178)  
Sub-scripts Force Archive  
Find All  
Set Error Capture  
Off

## APPENDIX AL: FORCEARCHIVE

*This script is used to import records into the archive file.*

```
If Calculation Status(CurrentTime)> "08:00 AM"  
End If  
Import Records Filename: "TAF Transfer" (139.78.52.178)  
Restore import order Import Order:  
No dialog Account (Text)  
ADpass (Text)  
ADSDate (Date)  
ADSTime (Time)  
Airline (Text)  
AirPref (Text)  
ArrivePref (Text)  
AsDpass (Text)  
AsDSDate (Date)  
AsDSTime (Time)  
Center (Text)  
CGRDate (Date)  
CGRTIME (Time)  
Clay (Text)  
Comments (Text)  
Contract (Text)  
COTRDecision (Text)  
COTRFeedback (Text)  
COTRpass (Text)  
COTRSDate (Date)  
COTRSTime (Time)  
Cpass (Text)  
CPODecision (Text)  
CPOURL (Text)  
CSDate (Date)  
CSTime (Date)  
Days (Number)  
DComments (Text)  
DDate (Date)  
DepartPref (Text)  
DirDecision (Text)  
Dpass (Text)  
DSDate (Date)  
DSTime (Time)  
Email (Text)  
Emessage (Text)
```

Epass (Text)  
ESDate (Date)  
ESTime (Time)  
FCity (Text)  
FeedDate (Date)  
FeedTime (Time)  
First (Text)  
FState (Text)  
Ground (Text)  
HighPD (Text)  
Hotel (Text)  
Instructions (Text)  
InvalidPass (Number)  
It1Flag (Number)  
It2Flag (Number)  
It3Flag (Number)  
Itin1 (Text)  
Itin2 (Text)  
Itin3 (Text)  
Last (Text)  
LRDate (Date)  
LRTime (Time)  
namekey (Text)  
NoFlight (Number)  
NoResponse (Number)  
over (Number)  
PerDiem (Text) PIAirfare (Number)  
PIGround (Number)  
PILodging (Number)  
PIMI (Number)  
PIMisc (Number)  
PIPOV (Number)  
PIReg (Number)  
PIRent (Number)  
Purpose (Text)  
PVDate (Date)  
PVFCity (Text)  
PVFState (Text)  
PVMiles (Number)  
PVTime (Time)  
PVToCity (Text)  
PVToState (Text)  
Registration (Number)  
RegPaidBy (Text)  
ReminderDate (Date)  
ReminderTime (Time)

Rental (Text)  
RentDODate (Date)  
RentDOPlace (Text)  
RentOther (Text)  
RentPUDate (Date)  
RentPUPlace (Text)  
RentType (Text)  
RIAirfare (Number)  
RIGround (Number)  
RILodging (Number)  
RIMI (Number)  
RIMisc (Number)  
RIPOV (Number)  
RIReg (Number)  
RIRent (Number)  
SCOTRDate (Date)  
SCOTRTime (Time)  
Serial (Number)  
SPFeedback (Text)  
SRDate (Date)  
SRTime (Time)  
StepNumber (Number)  
Subject (Text)  
TCPass (Text)  
TCPDate (Date)  
TCPTime (Time)  
TMSDate (Date)  
TNumber (Text)  
ToCity (Text)  
ToState (Text)  
Trigger (Number)  
StatDate (Text)  
ADDecision (Text)  
Error (Number)  
Speak Speech Data:  
Speak: Archive Imported  
Wait for completion  
Close Filename: "TAF Archive" (139.78.52.178)

## APPENDIX AM: EXPEDITE

*This script may be used manually to bypass itinerary selection when none is required.*

If Calculation StepNumber>9

Speak Speech Data:

Speak: This request has already been sent to Washington for approval.

Wait for completion

Exit Script

End If

Allow User Abort

On

Speak Speech Data:

Speak: This bypasses itinerary selection and steps the process ahead to the final cost grid. Are you sure you wish to proceed?

Wait for completion

Show Message Buttons:

"OK", "Cancel", ""

Data:

This bypasses itinerary selection and steps the process ahead to the final cost grid.

Are you sure you wish to proceed?

If Calculation Status(CurrentMessageChoice) = 2

Speak Speech Data:

Speak: Cancelled.

Wait for completion

Exit Script

End If

Set Field StepNumber

Calculation 7

Perform Script FinalCost

Sub-scripts

## APPENDIX AN: WITHDRAWREQUEST

*This script may be used manually to withdraw a request from the system and end all processing.*

Set Field Subject

Calculation "A travel request for " & First & " " & Last & " has been withdrawn."

If Calculation NoFlight=1

Set Field Emessage

Calculation "This is an automated message.¶¶A travel authorization form for " & First & " " & Last & " for " & Purpose & " has been withdrawn.¶Please disregard any correspondence for reference #" & NumToText(Serial) & "."

Else

Set Field Emessage

Calculation "This is an automated reminder.¶¶A travel authorization form has been submitted which requires your attention. " & First & " " & Last & " is requesting travel to " & If(IsEmpty(DDate), PVTtoCity & " " & PVTtoState, ToCity & ", " & ToState) & " on " & If(IsEmpty(DDate), DateToText(PVDate), DateToText(DDate)) & ".¶Please refer to the following URL to review this request:¶¶" & CPOURL & "¶¶The reference number for this request is #" & NumToText(Serial)

End If

If Calculation StepNumber = 1

Send Mail To:

No dialog Center::CPOEmail

CC:

Subject:

Subject

Message:

Emessage

Attach:

""

Set Field LRDate

Calculation Status(CurrentDate)

Set Field LRTime

Calculation Status(CurrentTime)

End If

If Calculation StepNumber = 2

Set Field LRDate

Calculation Status(CurrentDate)

Set Field LRTime

```

Calculation Status(CurrentTime)
Set Field namekey
Calculation "Director"
Send Mail To:
No dialog Titled Position::CPOEmail
CC:
Subject:
Subject
Message:
Emessage
Attach:
""
End If
If Calculation (StepNumber = 3 or StepNumber = 5 or StepNumber = 7)
  If Calculation PatternCount(Contract, "AES")
    Set Field namekey
    Calculation "AD"
  Else
    Set Field namekey
    Calculation "AsD"
  End If
  Set Field LRDate
  Calculation Status(CurrentDate)
  Set Field LRTime
  Calculation Status(CurrentTime)
  Send Mail To:
  No dialog Titled Position::CPOEmail
  CC:
  Subject:
  Subject
  Message:
  Emessage
  Attach:
  ""End If
If Calculation (StepNumber = 4 or StepNumber = 8)
  Set Field namekey
  Calculation "TC"
  Send Mail To:
  No dialog Titled Position::CPOEmail
  CC:
  Subject:
  Subject
  Message:
  Emessage
  Attach:
  "" Set Field LRTime

```

Calculation Status(CurrentTime)  
Set Field LRDate  
Calculation Status(CurrentDate)  
End If  
If Calculation StepNumber = 9  
  If Calculation PatternCount(Contract, "AES")  
    Set Field namekey  
    Calculation "ACOTR"  
  Else  
    Set Field namekey  
    Calculation "TCOTR"  
  End If  
Set Field LRDate  
Calculation Status(CurrentDate)  
Set Field LRTime  
Calculation Status(CurrentTime)  
Send Mail To:  
No dialog Titled Position::CPOEmail  
CC:  
Subject:  
Subject  
Message:  
Emessage  
Attach:  
""  
End If  
Set Field StepNumber  
Calculation 12  
Set Field Archive  
Calculation 1  
Speak Speech Data:  
Speak: Request has been withdrawn.  
Wait for completion



## APPENDIX AO: PESKYREMINDER

*This script may be triggered manually to send an email reminder concerning any pending request.*

```
Speak Speech Data:
Speak: Sending Reminder
Wait for completion
Set Field Subject
Calculation "Reminder: A travel request for " & First & " " & Last & " is awaiting your
review."
If Calculation NoFlight=1
  Set Field Emessage
  Calculation "This is an automated reminder.¶¶A travel authorization form has been
submitted
  which requires your attention. " & First & " " & Last & " is requesting expense
reimbursement for " & Purpose & ".¶Please refer to the following URL to review this
request:¶¶" & CPOURL& "¶¶The reference number for this request is #" &
NumToText(Serial)
Else
  Set Field Emessage
  Calculation "This is an automated reminder.¶¶A travel authorization form has been
submitted
  which requires your attention. " & First & " " & Last & " is requesting travel to " &
If(IsEmpty(DDate), PVTtoCity & " " & PVTtoState, ToCity & ", " & ToState) & " on "
&
  If(IsEmpty(DDate), DateToText(PVDate), DateToText(DDate)) & ".¶Please refer to
the following URL to review this request:¶¶" & CPOURL& "¶¶The reference number
for
  this request is #" & NumToText(Serial)
End If
If Calculation StepNumber = 1
  Send Mail To:
  No dialog Center::CPOEmail
  CC:
  Subject:
  Subject
  Message:
  Emessage
  Attach:
  ""
  Set Field LRDate
  Calculation Status(CurrentDate)
  Set Field LRTime
```

```

    Calculation Status(CurrentTime)
End If
If Calculation StepNumber = 2
    Set Field LRDate
    Calculation Status(CurrentDate)
    Set Field LRTime
    Calculation Status(CurrentTime)
    Set Field namekey
    Calculation "Director"
    Send Mail To:
    No dialog Titled Position::CPOEmail
    CC:
    Subject:
    Subject
    Message:
    Emessage
    Attach:
    ""
End If
If Calculation (StepNumber = 3 or StepNumber = 5 or StepNumber = 7)
    If Calculation PatternCount(Contract, "AES")
        Set Field namekey
        Calculation "AD"
    Else
        Set Field namekey
        Calculation "AsD"
    End If
    Set Field LRDate
    Calculation Status(CurrentDate)
    Set Field LRTime
    Calculation Status(CurrentTime)
    Send Mail To:
    No dialog Titled Position::CPOEmail
    CC:
    Subject:
    Subject
    Message:
    Emessage
    Attach:
    ""
End If
If Calculation (StepNumber = 4 or StepNumber = 8)
    Set Field namekey
    Calculation "TC"
    Send Mail To:
    No dialog Titled Position::CPOEmail

```

CC:  
Subject:  
Subject  
Message:  
Emessage  
Attach:  
""

Set Field LRTime  
Calculation Status(CurrentTime)  
Set Field LRDate  
Calculation Status(CurrentDate)  
End If  
If Calculation StepNumber = 9  
If Calculation PatternCount(Contract, "AES")  
Set Field namekey  
Calculation "ACOTR"  
Else  
Set Field namekey  
Calculation "TCOTR"  
End If  
Set Field LRDate  
Calculation Status(CurrentDate)  
Set Field LRTime  
Calculation Status(CurrentTime)  
Send Mail To:  
No dialog Titled Position::CPOEmail  
CC:  
Subject:  
Subject  
Message:  
Emessage  
Attach:  
""

End If  
If Calculation (StepNumber = 10 or StepNumber = 11 or StepNumber=12)  
Set Field Archive  
Calculation 1  
End If  
If Calculation StepNumber=6  
Send Mail To:  
No dialog Email  
CC:  
Subject:  
Subject  
Message:  
Emessage

Attach:  
“”  
Set Field LRDate  
Calculation Status(CurrentDate)  
Set Field LRTime  
Calculation Status(CurrentTime)  
End If



VITA

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Personal Data: Born in New Castle, Pennsylvania, January 11, 1966, the son of Vernon and Eleanor Smith.

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