Overview
This Job Aid documents the two possible scenarios depending on the final actual amount of the cost of the ticket. If the difference between the initially certified price of the ticket and its actual price is less than US $4,000.00, then the TPO will have the authority to approve it. However, if the difference between the initially certified price of the ticket and its actual price is more than the threshold of US $4,000.00, the Travel Request will be routed back to the TSA for re-certification (for example, if the initially certified ticket cost was US $700.00, the TPO will have the authority to approve it up to US $4,700.00. If the actual price is even a dollar higher, the Travel Request will be routed for re-certification).

Objective
This Job Aid will walk the TPO through the process of approving a Travel Request within and over the attributed threshold of US $4,000.00.

Procedure
1. Staff member initiates his/ her Travel Request in ESS Portal.
2. TSA approves it.
3. TPO approves it if the actual cost of the ticket is within the threshold.
4. Workflow re-routes the Travel Request to the TSA for re-certification if the difference between the initially certified price of the ticket and its actual price is above the threshold (US $4,000.00).
5. TPO approves the Travel Request after TSA re-certifies it.

Steps
Log into Umoja ESS Portal using your account credentials
- Click [Travel / Shipment / Claims Officer]
- Click Approver Work Center for Travel Request
- Select the trip to be processed and click Review and Approve button
- Click Additional Data button on the General Data page

![Approve Official Travel for 00988509 (6353)](image)

- The following screen should appear and estimated costs are reflected in the designated field.

### Scenario 1
If the difference between the initially certified price of the ticket and its actual price is less than US $4,000.00, then the TPO will have the authority to approve it.

### Scenario 2
If the difference between the initially certified price of the ticket and its actual price is more than the threshold of US $4,000.00, the Travel Request will be routed back to the TSA for re-certification.
Scenario 1:
- The TPO will click *Approve or Approve and award* (in case the TPO wants to notify the Travel Agent)

Scenario 2:
- The TPO will not have the option to approve the Travel Request but s/he will click on *Return for Recertification* to send it back to the TSA for recertification.