**Purpose of this Instructional Aid:** To assist supervisors with the electronic signing of employee PCS travel vouchers and submission to the Interior Business Center.

Please ensure no personal identifiable information (PII) is included with the travel voucher submission.

1. Supervisors will receive an email notification that their employee has submitted a PCS travel voucher for approval. Click on the '*Click here to review and sign*' link to review and use your PIV card to digitally sign the PCS Travel Voucher.



2. With the travel voucher displayed, the supervisor can review the voucher. If after review the supervisor <u>*does not*</u> wish to sign the employee PCS voucher:

(a) Select the 'Alternative actions' drop down menu located in the upper left hand side of the screen.(b) Select 'I will not e-sign' *Note: A supervisor may elect to not sign a voucher for a number of reasons that may include: no longer the supervisor or not in agreement with claimed expenses.* 

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3. After supervisor reviews the voucher and is ready to approve, click the yellow 'START' arrow on the left hand side of the screen.

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4. Scroll to the bottom of the screen and click the blue 'Submit and Proceed to Sign' button.

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5. Click the 'Download Document' button to download the travel voucher.



Note: Downloading a PDF file is a little different depending on what browser you are using. See below examples for Internet Explorer and Google Chrome.

#### A. Internet Explorer Downloading

• Click the 'Open' button on the ribbon at the bottom of screen to open your PDF travel voucher file.



Go to Step 6

#### **B. Google Chrome Downloading**

• After clicking the blue '*Download Document*' button, the PDF file will download and move to the lower left-hand side of the screen.

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6. With the employee PCS travel voucher now opened, click in '**Block 14'** to the left of the yellow 'Click here to sign' tab. **Note:** You will see that the employee has already digitally signed the voucher in block 13.



7. A box reflecting your PIV certificates will display. Click (Continue)



8. Another box with your name will be displayed. Click 'Sign'.



9. Type in your PIV Pin number and Click 'OK'



10. After entering your pin and clicking '**ok**', the signed PCS travel voucher will be displayed.



11. While not required, you may save your signed voucher at this time by clicking 'Yes'.



12. The supervisor and employee will receive an email notification indicating the voucher has been signed by both employee and supervisor and has been submitted to the Interior Business Center for processing. The email will also have a copy of the signed travel voucher attached.



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