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# TRAVEL EXPRESS USER MANUAL

## WHAT IS A MEM TRANSACTION CODE?

There are cases that cause a MEM transaction code to be seen on the Fiscal Coding screen.

1. When a warrant advance is issued to the traveler and the traveler then enters a warrant advance amount on the voucher, this will be automatically entered on the Fiscal Coding screen with a transaction code of MEM and a negative amount. (This transaction code is used only for calculating the amounts in Travel Express and nothing from this line will be sent to STARS.)

Figure 1 - Warrant Advances section

TC*	R	Ref Doc*	Sfx	BFY	Amt	DMI	Desc	Index*	PCA*	ExpSub*	Dtl	Grant*	Ph	P
Del Dup	230			2010	\$536.00		AAP WESTERN CONFERENC			5377				
Del Dup	230			2010	279.64		AAP WESTERN CONFERENC			5381				
Del Dup	230			2010	64.00		AAP WESTERN CONFERENC			5392				
Del Dup	230			2010	162.31		AAP WESTERN CONFERENC							
Del Dup	MEM			2010	(100.00)		AAP WESTERN CONFERENC							
Del Dup	224			2010	99.00		AAP WESTERN CONFERENC			5397				
Del Dup	224			2010	1.00		AAP WESTERN CONFERENC			5377				
<b>Add Row</b>					<b>\$1,041.95</b>									

2. If a voucher is create that has total zero amounts, for example if all expenses (Per Diem, lodging, etc.) are paid by someone other than the traveler or paid with a P-Card, fiscal coding will display the MEM transaction code on one line. The voucher should still be routed to an Approver and then to STARS, even though nothing will be sent to STARS in order to finalize the audit trail. You can add comments when you route the voucher to an Approver.

Figure 1 - Zero amount voucher

From	Thru	Expense	Allowed Amt	P-Card Amt	Advances	Paid by Other	Amount Due	Miles
04/22/2014	04/22/2014	Meals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
04/23/2014	04/23/2014	Meals	0.00	0.00	0.00	0.00	0.00	0
04/22/2014	04/22/2014	Lodging	0.00	0.00	0.00	0.00	0.00	0
04/23/2014	04/23/2014	Lodging	0.00	0.00	0.00	0.00	0.00	0
04/22/2014	04/22/2014	Mileage	0.00	0.00	0.00	0.00	0.00	0
04/23/2014	04/23/2014	Mileage	0.00	0.00	0.00	0.00	0.00	0
04/22/2014	04/23/2014	Paid by Other Means	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	0
			<b>\$500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>0</b>

  

TC*	R	Ref Doc*	Sfx	BFY	Amt	DMI	Desc	Index*	PCA*	ExpSub*	Dtl
Del Dup	MEM			2014	\$0.00						
<b>Add Row</b>					<b>\$0.00</b>						