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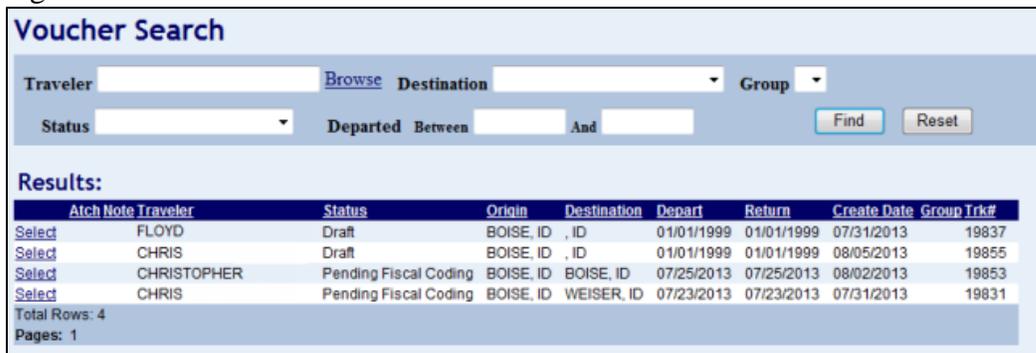
TRAVEL EXPRESS USER MANUAL

TRAVEL EXPRESS SCREENS DISPLAY INCORRECT INFORMATION FOR MILEAGE ONLY VOUCHERS

DRAFT STATUS AND PENDING FISCAL CODING STATUS

When a mileage only voucher is created and saved as a draft, the **View/Edit Voucher** results screen will display **Destination**, **Depart**, and **Return** information that seems to be incorrect. The **Destination** column may show only “,ID” and the **Depart** and **Return** columns may display **01/01/1999**. This is also shown for draft vouchers in **Travel Express Reports**.

Figure 1 - View/Edit Voucher screen



The screenshot shows the 'Voucher Search' interface. It includes search fields for Traveler, Destination, Status, and Departed/And dates, along with 'Find' and 'Reset' buttons. Below the search area is a 'Results:' section containing a table with 4 rows of voucher data.

Atch Note	Traveler	Status	Origin	Destination	Depart	Return	Create Date	Group Trk#
Select	FLOYD	Draft	BOISE, ID	, ID	01/01/1999	01/01/1999	07/31/2013	19837
Select	CHRIS	Draft	BOISE, ID	, ID	01/01/1999	01/01/1999	08/05/2013	19855
Select	CHRISTOPHER	Pending Fiscal Coding	BOISE, ID	BOISE, ID	07/25/2013	07/25/2013	08/02/2013	19853
Select	CHRIS	Pending Fiscal Coding	BOISE, ID	WEISER, ID	07/23/2013	07/23/2013	07/31/2013	19831

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If you click **Select** next to a voucher in **Draft** status, the correct information will be on the voucher itself. When the voucher is submitted to **Fiscal Coding**, the destination, Depart and Return columns will display actual information from the voucher. Such a voucher will have **Pending Fiscal Coding** status on the **View/Edit Voucher** screen.

HOME STATION AS ORIGIN

The **View/Edit Voucher** screen, the **Fiscal Coding/Fiscal Coder Queue** screen, and the **Voucher Approve** screen will display the traveler’s **Home Station** in **Origin** column, even if the voucher itself has a different city in the **Origin** field. **Travel Express Reports** and **Processed Documents** will also display the traveler’s **Home Station** as the **Origin**.

Figure 2 - Fiscal Coding

Atch Note	Traveler	Status	Amount	Origin	Destination	Depart	Return	Create Date
Select	CHRIS	Pending Fiscal Coding	\$79.92	BOISE, ID	WEISER, ID	07/23/2013	07/23/2013	07/31/2013
Select	CHRISTOPHER	Pending Fiscal Coding	\$133.20	BOISE, ID	BOISE, ID	07/25/2013	07/25/2013	08/02/2013

In the **View/Edit** screen, click **Select** next to a voucher, and the correct information will be on the voucher itself. In the **Fiscal Coder Queue** or the **Voucher Approver Queue**, click **Select** next to a voucher and then click the plus sign next to **Voucher Travel Expense Details**. In the **Comments** field, the actual **Origin** from the voucher will be displayed.

Figure 3 - Fiscal Coding Comments

From	Thru	Expense	Allowed Amt	P-Card Amt	Advances	Paid by Other	Amount Due	Miles	B	L	Comments
07/25/2013	07/25/2013	Mileage	\$133.20	\$0.00	\$0.00	\$0.00	\$133.20	240			FROM:IDAHO FALLS TO:BOISE