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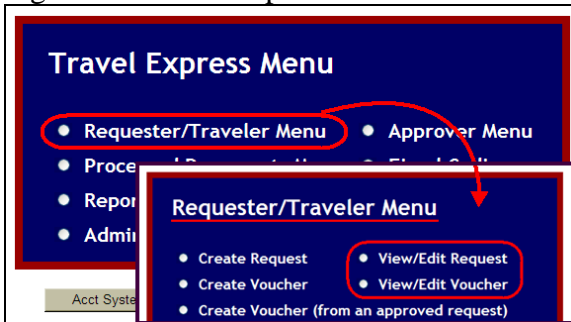
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# TRAVEL EXPRESS USER MANUAL

## FIND A REQUEST ON THE VIEW/EDIT REQUEST MENU

To find a request that has been saved and either routed to an approver or not, click **View/Edit Request** in the **Requester/Traveler Menu**. To find requests that have been processed, removed, expired, etc., use the [Reports](#) menu or the [Processed Documents](#) menu.

Figure 1 - Travel Express menu



1. Click **View/Edit Request**. Your requests will be displayed. See step 3.

**Request Search**

Traveler  [Browse](#) Destination  Group

Status  Departed Between  And

**Results:**

	Atch Note	Traveler	Status	Oriqin	Destination	Depart	Return	Create Date	Group	Trk#
<a href="#">Select</a>		KARL	Awaiting Voucher Creation	BOISE, ID	MIAMI, FL	05/19/2014	05/24/2014	10/02/2013	BHS	9089
<a href="#">Select</a>		KARL	Awaiting Voucher Creation	BOISE, ID	POCATELLO, ID	02/17/2014	02/21/2014	11/11/2013	BHS	9570
<a href="#">Select</a>		MARK	Awaiting Voucher Creation	BOISE, ID	IDAHO FALLS, ID	12/17/2013	12/18/2013	12/11/2013	BHS	9837
<a href="#">Select</a>		PATRICK	Pending Voucher(s)	BOISE, ID	POCATELLO VIA CDA, ID	01/09/2014	01/10/2014	12/23/2013	BHS	9966
<a href="#">Select</a>		KARL	Awaiting Voucher Creation	BOISE, ID	LEWISTON, ID	01/20/2014	01/24/2014	01/07/2014	BHS	10089
<a href="#">Select</a>		KATHY	Draft	MOSCOW, ID	MERIDIAN, ID	02/04/2014	02/05/2014	01/14/2014	E911	10197

2. If you are an Administrator, Approver, Proxy, or Auditor, click **Browse** next to **Traveler**.
  - a. Select the name from the menu or type the first few letters of the first *or* last name of the traveler.
    - If you are not a Proxy or an Administrator, Approver, or an Auditor, only your name will be displayed.
    - If you are a Proxy, your name and the people for whom you are a Proxy will be displayed.

- If you are an Administrator, an Approver, a Fiscal Coder, or an Auditor, all Travel Express users will be displayed.
- b. Click the name of the user whose requests you want to find.
  - c. Select additional criteria to search by: the **Destination** (by state), the **Group** name, the **Status** of the request.
  - d. Enter the range of **Departed** dates.
  - e. Click **Find**. (Click **Reset** to reset the view to all users available.)
3. Click **Select** next to the request.
  4. If the status of the request is:
    - a. **Draft** or **Pending Approval(s)** - you can make changes to the various expenses (Per Diem, Travel Mode, Misc Exp, etc.) and comments or you can remove it. If you make changes to a request, be sure to click Save on each screen (Per Diem, Travel Mode, etc.) that you make changes to.
    - b. A request with a status of **Pending Approval(s)** must be opened in the **Approver** menu to approve it.
    - c. **Pending Voucher(s)** means a voucher has been started from the request. You will just be able to view it.
    - d. **Awaiting Voucher Creation** means the request is approved, but a voucher has not yet been created from it. You can view the request, but after a request is approved and the status is Awaiting Voucher Creation, the request cannot be changed. However, since a request is only an estimate of expenses, the traveler/user should make any changes to per diem or other expenses on the voucher.)
  5. Click the **Report** tab to view or export (in PDF or Excel format) the **Travel Expense Summary**, **Travel Expense Details**, and the **Audit Trail** of the request.

Figure 2 - View request

Status	Request	Attachment	Report
Status Pending Voucher(s)	Requester JAMES	Home Station BOISE	
Allowed Amount \$339.00	P-Card Charges \$0.00	Advances \$0.00	Paid by Other Means \$0.00
			Due Traveler \$339.00
<b>Request</b>			
Traveler JAMES	Vendor Sfx ISE	Billing Agency 140	Home Station BOISE
Origin(state) IDAHO	Origin(city) BOISE	Departure Date/Time 04/01/2010 8:00 AM	Personal Vehicle (License)
Destination(state) IDAHO	Destination(city) LEWISTON	Return Date/Time 04/04/2010 4:00 PM	State Vehicle (License)
Purpose for Travel Train regional office	Comments		

6. Any line item with a **V** next to it (under the **Vou** column) has been put onto a voucher. (Not all line items have to put on one voucher.)