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TRAVEL EXPRESS USER MANUAL

VIEW THE REQUEST OR VOUCHER AUDIT TRAIL

AS AN APPROVER

1. From the Travel Express main menu, click **Approver Menu**, and then click **Approve/Disapprove a Request** or **Approve/Disapprove a Voucher**.
2. Click **Select** next to a request or voucher.
3. Click the plus sign (+) next to **Request Audit Trail** or **Voucher Audit Trail**.

Figure 1 - Voucher Audit Trail example

The screenshot shows a web interface with four tabs: Status, Approve, Attachment, and Report. The 'Status' tab is active, displaying 'Pending Approval(s)'. The requester is 'FRED' and the destination is 'CDA, ID (07/31/2013 4:30 PM - 08/01/2013)'. Financial details include an allowed amount of \$372.71, P-Card charges of \$0.00, and advances of \$0.00. A list of actions is shown below, including 'Create a voucher', 'Route to fiscal coder', 'Route to approver', and 'Route to approver' with their respective levels, statuses, users, and dates. The 'Voucher Audit Trail' section is expanded to show these actions.

Action	Level	Status	User	Agency Date	Comments
Create a voucher	0	Draft	FRED	8/5/2013 10:14:55 AM	
Route to fiscal coder	0	Pending Fiscal Coding	FRED	8/5/2013 10:18:37 AM	
Route to approver	0	Pending Approval(s)	KAREN	8/5/2013 10:19:42 AM	Try to approve
Route to approver	1	Pending Approval(s)	ROBERT	8/5/2013 10:21:26 AM	
Route to approver	2	Pending Approval(s)	ROBERT	8/5/2013 10:21:40 AM	

- If a voucher was not created from a request, the **Request Audit Trail** section will read, “No data to display”.
- The report will identify the first level of approval (of a request or voucher) as level 0 with the user’s name that routed the document (not the first level approver’s name).

To print a report:

1. Click the **Report** tab.

Figure 2 - Report tab

The screenshot shows the 'Report' tab selected and circled in red. The requester is 'RICHARD' and the destination is 'IDAHO FALLS, ID (09/19/2013)'. Financial details include an allowed amount of \$278.00, P-Card charges of \$178.00, and advances of \$100.00. The 'Travel Expense Summary' section is expanded to show 'Request Travel Expense Details'.

Action	Level	Status	User	Agency Date	Comments
Create a voucher	0	Draft	FRED	8/5/2013 10:14:55 AM	
Route to fiscal coder	0	Pending Fiscal Coding	FRED	8/5/2013 10:18:37 AM	
Route to approver	0	Pending Approval(s)	KAREN	8/5/2013 10:19:42 AM	Try to approve
Route to approver	1	Pending Approval(s)	ROBERT	8/5/2013 10:21:26 AM	
Route to approver	2	Pending Approval(s)	ROBERT	8/5/2013 10:21:40 AM	

- At the bottom of the report is the **Audit Trail** section.

Figure 3 - Audit Trail

Back		Report	
1 of 1		100%	Find Next
GLENNIS FERRY, ID	IDAHO FALLS, ID	09/19/2011	09/21/2011
		\$278.00	\$178.00
Travel Expense Details			
Req	From	Thru	Expense
0	09/19/2011	09/19/2011	Meals
			Allowed
			\$30.00
			P-Card
			\$0.00
			Advances
			\$0.00
			Other
			\$0.00
			Amt Due
			\$30.00
			Miles
			0
Audit Trail			
Action	Level	Status	User
Create a voucher	0	Draft	KAREN WALLEN
Route to fiscal coder	0	Pending Fiscal Coding	KAREN WALLEN
Route to approver	0	Pending Approval(s)	KAREN WALLEN
			Agency
			190
			Date
			9/28/2011 3:42

Note that the report will identify the first level of approval as level 0 with the user's name that routed the document (not the first level approver's name).

- Click the **Select a format** drop down menu at the top of the report.
- Select either **Excel** or **Acrobat (PDF) File**.
- Click **Export**.
- Save the file.

AS A FISCAL CODER

- From the Travel Express main menu, click **Fiscal Coding**
- Click **Select** next to a voucher.
- Click the plus sign (+) next to **Request Audit Trail** or **Voucher Audit Trail**.

Figure 4 - Fiscal Coder view

Status	Fiscal	Attachment	Report
status Pending Fiscal Coding		Requester MARCIA	
		Destination SAN DIEGO, CA (01/30/2014 8:00 AM - 02/05/2014)	
Allowed Amount	P-Card Charges	Advances	Paid by Other Means
\$2,831.65	\$2,304.00	\$0.00	\$0.00
<input type="checkbox"/> Travel Expense Summary <input type="checkbox"/> Request Travel Expense Details <input type="checkbox"/> Voucher Travel Expense Details <input type="checkbox"/> Request Audit Trail			
Action	Level	Status	User
Create a request	0	Draft	LISA
Route to approver	0	Pending Approval(s)	LISA
Route to approver	1	Pending Approval(s)	NICHOLAS
Route to approver	2	Pending Approval(s)	NICHOLAS
Approve	3	Awaiting Voucher Creation	LUCINDA
Create a voucher	0	Pending Voucher(s)	MARCIA
			Agency
			170
			Date
			2/7/2014 3:35:50 PM
Total Rows: 6			
<input type="checkbox"/> Voucher Audit Trail			
Action	Level	Status	User
Create a voucher	0	Draft	MARCIA
Route to fiscal coder	0	Pending Fiscal Coding	MARCIA
Return to traveler	0	Draft	MARYN
Route to fiscal coder	0	Pending Fiscal Coding	MARCIA
			Agency
			170
			Date
			2/12/2014 3:05:29 PM
			Comments
			Marcia, Please Maryn
Total Rows: 4			

To print a report:

1. With a voucher open, click the **Report** tab.
2. At the bottom of the report is the **Audit Trail** section.

Figure 5 - Audit Trail

Req From	Thru	Expense	Allowed	P-Card	Advances	Other	Amt Due	Miles
09/19/2011	09/19/2011	Meals	\$30.00	\$0.00	\$0.00	\$0.00	\$30.00	0

Action	Level	Status	User	Agency	Date
Create a voucher	0	Draft	KAREN WALLEN	190	9/28/2011 3:40
Route to fiscal coder	0	Pending Fiscal Coding	KAREN WALLEN	190	9/28/2011 3:41
Route to approver	0	Pending Approval(s)	KAREN WALLEN	190	9/28/2011 3:42

3. Click the **Select a format** drop down menu at the top of the report.
4. Select either **Excel** or **Acrobat (PDF) File**.
5. Click **Export**.
6. Print or Save the file.

OTHER USERS - VIEW/EDIT THE REQUEST OR VOUCHER MENU

1. Click **View/Edit Request** or **View/Edit Voucher**. If you are just a user - not a Proxy or an Administrator, Approver, or an Auditor, only your requests or vouchers will be displayed. See step 3.

Figure 6 - View/Edit view

Select	Atch Note	Traveler	Status	Origin	Destination	Depart	Return	Create Date	Group	Trk#
Select		KARL	Awaiting Voucher Creation	BOISE, ID	MIAMI, FL	05/19/2014	05/24/2014	10/02/2013	BHS	9089
Select		KARL	Awaiting Voucher Creation	BOISE, ID	POCATELLO, ID	02/17/2014	02/21/2014	11/11/2013	BHS	9570
Select		MARK	Awaiting Voucher Creation	BOISE, ID	IDAHO FALLS, ID	12/17/2013	12/18/2013	12/11/2013	BHS	9837
Select		PATRICK	Pending Voucher(s)	BOISE, ID	POCATELLO VIA CDA, ID	01/09/2014	01/10/2014	12/23/2013	BHS	9966
Select		KARL	Awaiting Voucher Creation	BOISE, ID	LEWISTON, ID	01/20/2014	01/24/2014	01/07/2014	BHS	10089
Select		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 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 or voucher.
 4. Click the **Report** tab to view or export the report in PDF or Excel format.
 5. Scroll down to the **Audit Trail** section.

Figure 7 - Audit Trail

Req	From	Thru	Expense	Allowed	P-Card	Advances	Other	Amt Due	Miles
0	09/19/2011	09/19/2011	Meals	\$30.00	\$0.00	\$0.00	\$0.00	\$30.00	0

Action	Level	Status	User	Agency	Date
Create a voucher	0	Draft	KAREN WALLEN	190	9/28/2011 3:40
Route to fiscal coder	0	Pending Fiscal Coding	KAREN WALLEN	190	9/28/2011 3:41
Route to approver	0	Pending Approval(s)	KAREN WALLEN	190	9/28/2011 3:42

Note that the report will identify the first level of approval as level 0 with the user's name that routed the document to the approver (not the first level approver's name).

1. To print the report, click the **Select a format** drop down menu at the top of the report.
2. Select either **Excel** or **Acrobat (PDF) File**.
3. Click **Export**.
4. Print or save the file.

REQUEST AND VOUCHER STATUS MESSAGES

REQUEST STATUS MESSAGES

- A. **Draft** or **Pending Approval(s)** – a user can make changes to the various expenses (Per Diem, Travel Mode, Misc Exp, etc.) and comments, or can remove it.
- B. **Awaiting Voucher Creation** means the request is approved, but a voucher has not yet been created from it.
- C. **Pending Voucher(s)** means a voucher has been started from the request.

VOUCHER STATUS MESSAGES

- A. **Draft** – a user can make changes to the various expenses (Per Diem, Travel Mode, Misc Exp, etc.) and comments, or remove it.
- B. **Pending Approval(s)** must be opened in the Approver menu to approve a voucher.
- C. **Pending Fiscal Coding** - must be opened in the Fiscal Coder menu to code a voucher.
- D. **Mileage Only** vouchers in **Draft** status may display **Destination**, **Depart**, and **Return** information that seems to be incorrect, but will be correct in the actual voucher.

IBIS REPORTS

Audit trail information is also available in IBIS Query Studio:

