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TRAVEL EXPRESS USER MANUAL

VIEW THE REQUEST STATUS TO FIND IF IT HAS BEEN PUT ON A VOUCHER

You can tell if your request has been put on or made into a voucher either by the request's status, by viewing the request's **Report** tab, or by creating a Request report on the **Reports Menu**.

VIEW THE STATUS OF THE REQUEST

1. Click **View/Edit Request** in the **Requester/Travel Menu**. (To find requests that have been processed, removed, expired, etc., use the [Reports](#) menu or the [Processed Documents](#) menu.)
2. Click **View/Edit Request**. Your requests will be displayed.
3. Click **Select** next to the request.
4. A request with the status of **Pending Voucher(s)** means a voucher has been started from the request.
 - a. It is possible to create a voucher from only part of the items on a request. Any remaining items would result in the request in Pending Voucher status.
 - b. It is possible for a user to create a voucher without a request, even though a request exists. That would result in the request that remains in Pending Voucher status.
 - c. If a request with remaining line items expenses will never be put onto a voucher, it can be removed from the **Requester/Traveler > View/Edit Request** screen. However, do not remove the request from the **View/Edit Request** screen until the voucher has been paid
5. If the status of the request is:
 - **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.
 - A request with a status of **Pending Approval(s)** must be opened in the **Approver** menu to approve it. Otherwise you will just be able to view it.
 - **Awaiting Voucher Creation** means the request is approved, but a voucher has not yet been created from it. You will just be able to view it.

VIEW THE REPORTS TAB

With the request or voucher open:

1. Click the **Report** tab to view the request details.
2. 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.)

Figure 1 - Report Tab

Origin	Destination	Depart	Return	Allowed Amt	P-Card Amt	#
BOISE, ID	SAN DIEGO, CA	01/30/2014 08:00AM	02/05/2014 05:00PM	\$2,785.50	\$1,139.00	

Travel Expense Details												
Vou	From	Thru	Expense	Allowed	P-Card	Advances	Other	Amt Due	Miles	B	L	D
V	01/30/2014	01/30/2014	Meals	\$63.90	\$0.00	\$0.00	\$0.00	\$63.90	0	X	X	X
V	01/31/2014	01/31/2014	Meals	\$71.00	\$0.00	\$0.00	\$0.00	\$71.00	0	X	X	X

REQUEST REPORT ON THE REPORTS MENU

1. Select **Request** as the **Document Type**.
2. Select one or more criteria to create a report - the traveler's name (click **Browse** next to **Traveler**), the **Status** of the request or voucher (such as Draft, Pending Initial Approval(s), etc.), **Group**, **Destination**, departure or return dates. **Group** is simply a tag to help categorize the requests or vouchers and is set up by the Travel Express administrator.

Figure 2 - Travel Express Request query

Travel Express Report

Document Type Request Voucher

Traveler: ---ALL TRAVELERS--- [Browse](#) Status: Group:

Home Station: Purpose:

Origin: Destination: Depart Date: Return Date:

City: City: Between: Between:

State: State: And: And:

Voucher Request

Sort Options

Sort by: Traveler Status Group Destination Depart Date Return Date

3. Click the **Voucher** check box to get a report of requests that have been used on vouchers will be displayed with their associated voucher(s).
4. Select a sort option to sort the report by, e.g., Traveler, Status, Depart Date, etc.
5. Click **PDF Report** - a **Travel Express Report** for **Requests** can only be generated in PDF. Click **Open** or **Save**.