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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

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

Allowed Amount	P-Card Charges	Advances
\$278.00	\$178.00	\$100.00

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

Figure 3 - 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 (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

Action	Level	Status	User	Agency	Date	Comment
Create a request	0	Draft	LISA	0	6/12/2013 9:41:49 AM	
Route to approver	0	Pending Approval(s)	LISA	0	6/12/2013 9:43:39 AM	
Route to approver	1	Pending Approval(s)	NICHOLAS	0	6/12/2013 1:03:35 PM	
Route to approver	2	Pending Approval(s)	NICHOLAS	0	6/12/2013 1:03:46 PM	
Approve	3	Awaiting Voucher Creation	LUCINDA	0	6/13/2013 2:56:48 PM	
Create a voucher	0	Pending Voucher(s)	MARCIA	0	2/7/2014 3:35:50 PM	

Action	Level	Status	User	Agency	Date	Comments
Create a voucher	0	Draft	MARCIA	170	2/7/2014 3:35:50 PM	
Route to fiscal coder	0	Pending Fiscal Coding	MARCIA	170	2/7/2014 4:37:02 PM	
Return to traveler	0	Draft	MARYN	170	2/12/2014 2:44:01 PM	Marcia, Please Maryn
Route to fiscal coder	0	Pending Fiscal Coding	MARCIA	170	2/12/2014 3:05:29 PM	

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

The screenshot shows a report interface with a 'Back' and 'Report' tab. Below the tabs is a navigation bar with 'Find | Next' and 'Export' options. The report header displays 'GLENNIS FERRY, ID' and 'IDAHO FALLS, ID' with dates '09/19/2011' and '09/21/2011', and amounts '\$278.00' and '\$178.00'. The main section is titled 'Travel Expense Details' and contains a table with columns: Req, From, Thru, Expense, Allowed, P-Card, Advances, Other, Amt Due, Miles. Below this is the 'Audit Trail' section with a table:

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

The screenshot shows the 'Request Search' interface. It includes search fields for 'Traveler', 'Destination', 'Group', 'Status', and 'Departed Between'. Below the search fields are 'Find' and 'Reset' buttons. The 'Results:' section displays a table with columns: Atch, Note, Traveler, Status, Origin, Destination, Depart, Return, Create Date, Group, Trk#.

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.