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# TRAVEL EXPRESS USER MANUAL

## REQUESTS EXPIRED AFTER 60 DAYS

If you cannot find a request to approve or to finish, it may be *expired*.

If the request is not completed and approved, and a voucher is not created from the request within 60 days of the return date on the request, the request will be automatically removed from view after the nightly processing of Travel Express documents and given the status of “Expired”.

If a user creates a request with a return date that is 60 days prior to the current date, it will automatically be given an expired status and will not be seen in the application after the nightly processing of Travel Express documents.

Expired requests can be found by using the **Reports Menu > Travel Express Reports**, and then selecting a **Status** of “Expired”.

Figure 1 - Expired Status

The screenshot shows the 'Travel Express Report' interface. At the top, there are radio buttons for 'Request' (selected) and 'Voucher'. Below this, there are fields for 'Traveler' (set to 'ALL TRAVELERS'), 'Status' (with a dropdown menu open), and 'Group'. The dropdown menu for 'Status' lists several options: 'Draft', 'Pending Approval(s)', 'Awaiting Voucher Creation', 'Pending Voucher(s)', 'Vouchers Complete', 'Unapproved', 'Removed', and 'Expired'. The 'Expired' option is circled in red. Below the dropdown, there are fields for 'Home Station', 'Origin', 'City', and 'State'. There are also 'Sort Options' and a 'Sort by' section with radio buttons for 'Traveler', 'Status', 'Group', 'Destination', 'Depart Date', and 'Return Date'. At the bottom, there are 'PDF Report' and 'Reset' buttons.

The report could be printed for users so they could create a new request with the same expense details.

Figure 2 - Printed Report

The screenshot shows a printed report titled 'Request Report' for Agency 150. It lists two travel requests. The first request (199) is for a traveler from Kootenai County #11, with a return date of 11/16/2011, destination Boise, ID, and purpose PSAP Comm. The second request (178) is for a traveler from Kootenai County #11, with a return date of 09/22/2011, destination Boise, ID, and purpose PSAP Standards Comm. Both requests are marked as 'Expired'. The report includes columns for Traveler, Depart Date, Return Date, Destination, Purpose, Group, Home, Origin, Pass Vch Lic, State Vch Lic, Reason, Batch Date, Expense Type, PCard, and Allowed. Expense details are listed for each request, including Meals, Lodging, Mileage, Airfare, and Other Misc. The total expense for each request is \$265.00.

Ttl #	Traveler	Depart Date	Return Date	Destination	Purpose	Group	Home	Origin	Pass Vch Lic	State Vch Lic	Reason	Batch Date	Expense Type	PCard	Allowed
199	KOOTENAI COUNTY #11	11/16/2011	11/16/2011	BOISE, ID	PSAP Comm		Home	ES11			COEUR DALENE, ID				
											BRAC 110402011		Meals	\$0.00	\$30.00
													Lodging	\$0.00	\$0.00
													Mileage	\$0.00	\$0.00
													Airfare	\$0.00	\$235.00
													Other Misc	\$0.00	\$15.00
													<b>Total</b>	\$0.00	\$265.00
178	KOOTENAI COUNTY #11	09/22/2011	09/22/2011	BOISE, ID	PSAP Standards Comm		Home	APCM			COEUR DALENE, ID				
											BRAC 020202011		Meals	\$0.00	\$30.00
													Lodging	\$0.00	\$0.00
													Mileage	\$0.00	\$0.00
													Airfare	\$0.00	\$335.00
													Other Misc	\$0.00	\$15.00
													<b>Total</b>	\$0.00	\$380.00

## REQUESTS THAT HAVE SOME LINE ITEMS ON A VOUCHER

A voucher can be created from specific line items on a request. For example if a request has been approved that included registration fees, but it turns out that registration fees are waived, a voucher can be created by selecting all of the other expense line items.

If a voucher is not created from the remainder of the request within 60 days of the return date on the request, the request will be automatically removed from view after the nightly processing of Travel Express documents and given the status of “Expired”.

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, otherwise on the **Fiscal Coding** screen, the **Request Travel Details** and the **Request Audit Trail** will read, “No data to display” and the request will not be seen in **Reports**. It can be found in the **Processed Documents** menu with a status of “Removed”.