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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 tabs for 'Request' (selected) and 'Voucher'. Below this, there are various filters and search options: 'Traveler' (set to 'ALL TRAVELERS'), 'Status' (dropdown menu), 'Group', 'Home Station', 'Origin', 'City', 'State', 'Purpose', 'Destination', 'City', 'State', 'Depart Date', and 'Return Date'. A 'Sort Options' section at the bottom allows sorting by 'Traveler', 'Status', 'Group', 'Destination', 'Depart Date', or 'Return Date'. A 'PDF Report' button and a 'Reset' button are also visible. The 'Status' dropdown menu is open, and the 'Expired' option is highlighted with a red circle.

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 with two rows of data. Each row represents a travel request with columns for 'Traveller', 'Depart Date', 'Return Date', 'Destination', 'Purpose', 'Group', 'Home Station', 'Origin', 'Expense Type', 'PCard', and 'Amount'. The first row (199) shows a request for a PSAP course in Boise, ID, with a total amount of \$265.00. The second row (198) shows a request for a PSAP Standards Course in Boise, ID, with a total amount of \$321.50.

T#	Traveller	Depart Date	Return Date	Destination	Purpose	Group	Home Station	Origin	Expense Type	PCard	Amount
199	KOOTENAI COUNTY #11	11/02/11	11/02/11	BOISE, ID	PSAP Course		Home	COEUR DALENE, ID	Meal		\$35.00
									Lodging		\$0.00
									Mileage		\$0.00
									Airfare		\$230.00
									Other Misc.		\$0.00
									Total		\$265.00
198	KOOTENAI COUNTY #11	09/02/11	09/02/11	BOISE, ID	PSAP Standards Course		Home	COEUR DALENE, ID	Meal		\$35.00
									Lodging		\$0.00
									Mileage		\$0.00
									Airfare		\$321.50
									Total		\$321.50

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”.