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# TRAVEL EXPRESS USER MANUAL

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## REVIEWING, CODING, AND APPROVING TRAVEL EXPRESS DOCUMENTS

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### INTRODUCTION

Processing a Travel Express document involves up to three groups of people: Travelers (Claimants), Fiscal Reviewers, and Approvers. Travelers may also be in the fiscal group. The traveler is the person filling out the Travel Express documents for reimbursement – see either the State or non-State employee traveler instructions for help. The other groups are described below.

### PROCEDURES FOR REVIEWERR

Reviewers (usually supervisors, managers, bureau chiefs) have read-only access to the Travel Express documents. Claimants or fiscal persons will route completed Travel Express documents to the designated Reviewer. Reviewers will receive an e-mail notification regarding the documents, examine them, and then route the travel documents to other reviewers, fiscal persons, final approvers, or return for correction (depending on agency processes).

### TO REVIEW A TRAVEL EXPRESS DOCUMENT

1. Click on the web link contained in the e-mail notification or open Travel Express directly on the State Controller's Application Web site.
2. If you use the e-mail web link, enter your user name and password and review the document.  
NOTE: If you use the SCO Web site directly, enter your user name and password, and click **Travel Express**. Under the **View All Vouchers in Progress** section, select **Documents by Status** from the list and click on the desired document.
3. After reviewing the document, the reviewer can do any of the following:
  - a. Click **Comment** and enter explanatory notes in the **Comment** box.
  - b. Forward the document to the next person in the process. Select one of the following depending upon your agency policy and process:
    - **Reviewer**: Route to another reviewer.
    - **Fiscal**: Route to fiscal person for fiscal coding.
    - **Final**: Route to final approver for reimbursement document approval/disapproval.  
Select the name of the person from the list and then click **Route To**.
  - c. Click **Return** to return to the document to the claimant or other reviewer, depending on who routed the document.

- d. Click **Exit-No Save** to exit the document without taking action. The document goes back to the **Documents by Status** page.

## PROCEDURES FOR FISCAL PERSONNEL

Fiscal personnel consist of those who enter fiscal codes on the Travel Express documents and perform the pre-audit of reimbursement receipts. Fiscal personnel will receive an e-mail notification regarding the documents. Any fiscal information that has been entered by the claimant can be corrected by the fiscal person. The fiscal person can return the document to the claimant if other corrections need to be made. After the fiscal person has finished pre-auditing and entering fiscal codes on the document, the document can be routed to a reviewer or final approver.

### TO FISCAL CODE AND REVIEW A TRAVEL EXPRESS DOCUMENT

1. Click on the web link contained in the e-mail notification that you receive from Travel Express or access the Travel Express application directly through SCO's Application page on the Internet.
2. If you open the document via the e-mail web link, you will be prompted to enter your user name and password, the document will open, and then you can enter the fiscal codes. If you go to the SCO Web site, click **Logon**, enter your user name and password, and click **Travel Express**. Under the **View All Vouchers in Progress** section, select **Documents by Status** from the list, and then click on the desired document.
3. Select and enter the fiscal codes as needed. See [Required Fiscal Information](#) below.
4. After selecting and entering the fiscal codes, the Fiscal person can do any of the following:
  - a. Enter explanatory notes, click **Comment** and enter them in the Comment box.
  - b. Forward the document to the next person in the process, select one of the following depending upon your agency policy and process:
    - **Reviewer:** Route to another reviewer
    - **Final:** Route to final approver for reimbursement document approval/disapprovalSelect the name of the person from the list and then click **Route To**.
  - c. Click **Return** to return to the document to the claimant or other reviewer, depending on who routed the document.
  - d. Click **Save** to save the document in the current state so it can be finished later.
  - e. Click **Exit-No Save** to exit the document without taking action. The document goes back to the **Documents by Status** page.

## REQUIRED FISCAL INFORMATION FOR ALL DOCUMENTS

- A. Receipts present – some, all, none.
- B. Vendor suffix – usually ‘00’, but there are exceptions.
- C. Document number.
- D. Batch number.
- E. Batch effective date and batch date will be automatically populated, but can be overridden by the fiscal person.
- F. Index or PCA – depending upon the agency.
- G. Fund – if P-Card is used and the State owes the traveler.
- H. Optional – Grant, project, GAAP.

## TRANSACTION CODES

### TRAVEL REIMBURSEMENT – NO ADVANCE

- A. A 230 transaction code (TC) is used to record the expenses.
- B. If the amount is a negative (amount is in parenthesis) then a 230R TC will be entered into STARS. The ‘R’ will not have to be entered, as the system knows that an amount in parenthesis will generate an ‘R’.
- C. If the total amount is due to the traveler, the 230 TC will generate a warrant for the traveler.

### TRAVEL REIMBURSEMENT – ROTARY ADVANCE

- A. A 735 TC is used to record the expenses.
- B. Any amount in excess of the Rotary Advance is coded using a 230 TC (to generate a warrant for payment to the traveler).
- C. A 730 TC is used to record the Rotary Advance Taken.

### TRAVEL REIMBURSEMENT – P-CARD USED

- A. A 221 TC is used to record the expenses. This transaction code posts to general ledger accounts 2210 (DR-Due To/From Traveler) and 4200 (CR-Expenditures). Use this TC when coding the individual expense line items and for the Travel Advance, if taken.
- B. A 221R TC is used for individual line item expenses. This will increase the expenditures and decrease the amount due to/from the traveler.
- C. A 221 TC is also used when a traveler takes a P-Card advance. This will decrease the expenditures and increase the amount due to/from the traveler.

- D. If the grand total amount is due to the employee, a 222 TC will be generated. This process creates two debit/credit general ledger postings. The first posting is to general ledger accounts 2210 (DR- Due To/From Traveler) and 1003 (CR-Cash). The second is to 1003 (DR-Cash) and 2101 (CR-Outstanding Warrant). The second posting creates the warrant to the traveler. In addition, the fiscal person will have to enter the fund used to pay the traveler.
- E. If the grand total amount is ‘due from the employee’, the expenditures are posted to the expenditure subobjects in STARS. In this case, the Travel Express process would end at that point.
- F. In the case of an amount ‘due from the employee’, the final transaction occurs when the traveler presents a check to the State for the amount owed. A 103 TC (Cash Receipt from Traveler – Travel Express) will be used to deposit the cash received from the traveler. This transaction code will post to general ledger accounts 103 (DR-Cash) and 2210 (CR-Due To/From Traveler). This will zero out the 2210-Due To/From Traveler general ledger account.

Any amounts entered under P-Card will not show up in the Fiscal Information. The P-Card amounts are shown as documentation supporting the Traveler’s reimbursement claim. P-Card amounts are processed through the P-Card application.

## PROCEDURES FOR FINAL APPROVERS

Final approvers are those people who approve/disapprove Travel Express documents for payment. Final approvers will receive an e-mail notification regarding the Travel Express documents. A Travel Express document can only be sent and approved by one approver. When the document is final approved, the Travel Express document is uploaded and processed through the nightly STARS IEU (input, edit, and update).

If the travel reimbursement is disapproved, the final approver will enter comments explaining why and a notification will be e-mailed to the claimant. If the claimant wants to resubmit the disapproved travel document, he/she will need to create a new Travel Express document and the process starts over. When a Travel Express document has been approved or disapproved, the document is no longer available to agency personnel.

## FINAL APPROVAL OF A TRAVEL EXPRESS DOCUMENT

1. Click on the web link contained in the e-mail notification or open Travel Express on SCO’s Application page on the Internet.
2. If you open the document via the e-mail web link, you will be prompted to enter your user name and password, the document will open, and then you can enter the fiscal codes. If you go to the SCO Web site, click **Logon**, enter your user name and password, and click **Travel Express**. Under the **View All Vouchers in Progress** section, select **Documents by Status** from the list, and then click on the desired document.

3. After accessing the document, the Final approver can do any of the following:
  - a. Add comments to the document by clicking **Comment**.
  - b. Click **Approve** for the document to be approved for payment.
  - c. Click **Disapprove** for the document to be disapproved for payment.
  - d. Click **Return** to return the document to the fiscal person for correction or forwarding to the claimant.
  - e. Click **Exit-No Save** to exit the document without taking action,. The document goes back to the **Documents by Status** page.

## TRAVEL ADVANCES

[Click here for details on creating and entering travel advances in Travel Express.](#)

[Click here for details on making travel advance adjustments in STARS.](#)