TRAVEL EXPRESS USER MANUAL

CREATE A REQUEST

INTRODUCTION

A request describes the purpose of an event or travel, and an estimate of the related expenses. Scanned receipts and documents can be uploaded and attached to a request. A request is an option for each agency to use. An agency's Travel Express administrator can remove the request menu selections, so that users cannot create requests.

After a request is completed, it must be routed it to an approver. When the request is approved, a voucher can be created from that request. After the voucher is completed, it is routed to a fiscal coder who then routes it to an approver.

After the voucher is approved at the final level, it is automatically scheduled to be uploaded to STARS at the end of the business day. Individual line items of a request can be selected to put on separate vouchers if needed.

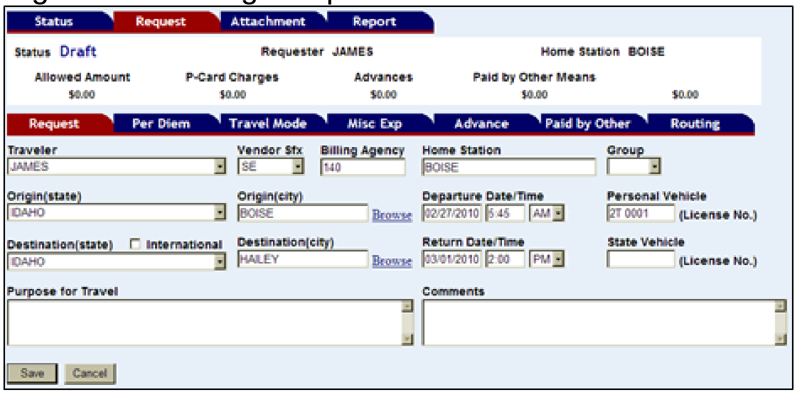
EXPIRED REQUESTS

A request can be started and saved as a draft until all of the expense or travel information is available. If a request is not made into a voucher within 60 days of the return date listed on the request, the request will be automatically removed from view and given the status of "Expired". Expired requests can be found using the **Reports** menu

CREATE A REQUEST

1. From the Travel Express main menu, click **Requester/Travel Menu**, and then click **Create Request**.
2. Typically the name, **Vendor Suffix**, **Billing Agency**, **Home Station**, and the **origin** of travel will be pre-populated with defaults.
    a. If you are a proxy, select the name of the **Traveler** from the drop-down menu.
    b. If needed, select an appropriate Vendor Suffix (**Vendor Sfx**) and enter the **Home Station** and/or **origin** fields.

Figure 1 - Creating a request



3. Select a **Group** if needed. Your Travel Express administrator may create groups that will be available in the drop down menu. **Group** is simply an optional tag to help categorize the requests or vouchers to be searched for by fiscal coders, approvers, or used for creating reports.
4. Click the **Departure Date** field and select the date when you plan to leave, or enter a date (mm/dd/yyyy).
5. Click the **Time** field to enter the time (24 hour format) you expect to leave. Select **AM** or **PM**.
6. Click the **Return Date** field and select the date you plan to return.
   Make sure that the Depart and Return date range is not greater than 14 days. If actual travel/event is greater than 14 days, create another voucher for any balance of the dates not greater than 14 days.
7. Click the **Time** field to enter the time (24 hour format) you expect to return. Select **AM** or **PM**.
8. If a **State Vehicle** or **Personal Vehicle** will be used, enter the license plate number in the respective field. (A **Personal Vehicle** license plate may be automatically set up by the Travel Express administrator.)
9. Select the **Destination State** from the drop down menu (select District of Columbia for Washington, D.C), or check the **International** check box for international travel and enter a destination location. Do not manually enter the state.
10. Enter the correct **Destination City** in order to get the correct per diem rates.
    - For <u>in-state travel</u>, Idaho State Travel Policy sets the same rate for all destinations in Idaho, so there are no cities listed when you click **Browse** - you must enter the name of the city in the field provided. **Destination** can be the same as the **Origin** if you are travelling locally.
    - For <u>out-of-state travel</u>, click **Browse** next to the **Destination (city)** field, select the name of the city, and then click **OK**. If the name of the city is not listed, enter it in the field provided. (However, the per diem amount that the application will allow will likely be the *standard rate* for the state.)
11. Enter a description of the **Purpose for Travel** (required) (up to 1,000 characters including spaces). Do not use special characters or symbols, including **&**, ', **“**, <,

and \. When a voucher is created from the request, the first 30 characters of this field will be copied to the Description of each line item expense on the Fiscal Coding screen, and to the Description field in STARS when the voucher is uploaded. Therefore, it might be best to user the **Comments** field for details of the purpose. If your agency plans to use the CSV format for Reports, do not use carriage returns (separate lines).

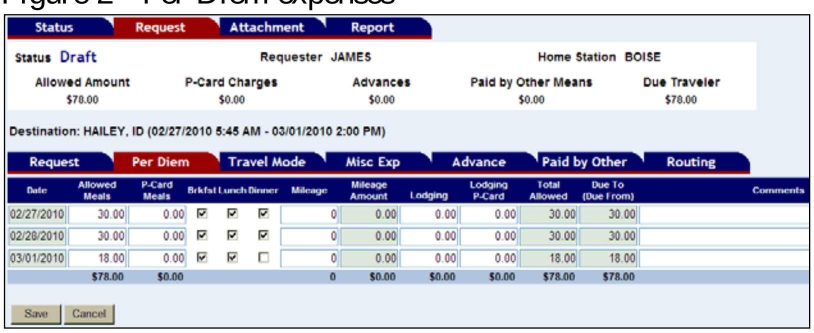
12. Enter **Comments**, if desired (up to 1,000 characters including spaces). Do not use special characters or symbols, including **&**, ', **"**, <, and \. If your agency plans to use the CSV format for Reports, do not use hard returns (paragraphs).
13. Click **Save** or click **Cancel** to cancel the request.
14. To delete a request after it has been saved, click the **Request** tab and then click **Remove**, or click the **Status** tab, select the request, then click **Remove**.

On any screen that you enter expenses, or make a change to expenses, click **Save**. (Do not click the back button on your browser.)

ENTER PER DIEM, MILEAGE, LODGING EXPENSES

1. After saving the request, the **Per Diem** tab will be displayed with the per diem meals and meal allowances for your dates of travel and destination automatically entered. International travel destinations and Hawaii and Alaska will not populate per diem amounts – they should be entered manually.

Figure 2 - Per Diem expenses


Status | Request | Attachment | Report

Status Draft　Requester JAMES　Home Station BOISE

Allowed Amount	P-Card Charges	Advances	Paid by Other Means	Due Traveler
$78.00	$0.00	$0.00	$0.00	$78.00

Destination: HAILEY, ID (02/27/2010 5:45 AM - 03/01/2010 2:00 PM)

Request | Per Diem | Travel Mode | Misc Exp | Advance | Paid by Other | Routing

Date	Allowed Meals	P-Card Meals	Brkfst	Lunch	Dinner	Mileage	Mileage Amount	Lodging	Lodging P-Card	Total Allowed	Due To (Due From)	Comments
02/27/2010	30.00	0.00	☑	☑	☑	0	0.00	0.00	0.00	30.00	30.00	
02/28/2010	30.00	0.00	☑	☑	☑	0	0.00	0.00	0.00	30.00	30.00	
03/01/2010	18.00	0.00	☑	☑	☐	0	0.00	0.00	0.00	18.00	18.00	
	$78.00	$0.00				0	$0.00	$0.00	$0.00	$78.00	$78.00	

Save | Cancel

2. To change the **Per Diem** meal expenses:
    a. Uncheck any per diem meals not taken for a given date. For example uncheck the **Dinner** check box for a date that you did not take dinner. (This will reduce the amount of **Allowed Meals** for that day.)
    b. To change the amount of a meal or meals, enter the actual amounts in the **Allowed Meals** amount fields.
    c. Using International destinations, Hawaii, or Alaska will not populate the per diem amounts. Enter these manually.
    d. You should not be able to enter amounts that exceed the per diem rate set for your agency.

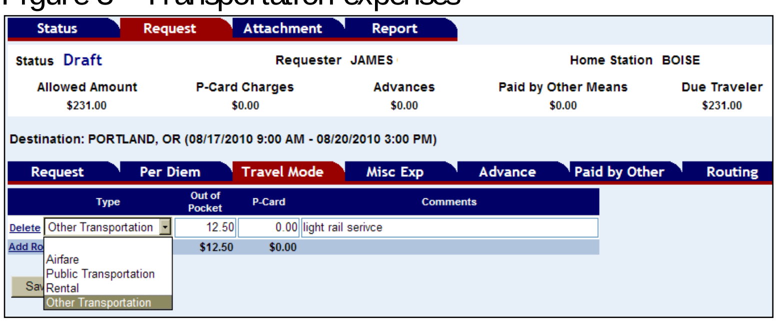
   e. If you change the dates or times of the travel or event, the **Per Diem** screen will be reset and you will have to re-add the mileage, lodging, etc.

3. Enter any amounts expected to be charged on a P-Card for meals for each day in the **P-Card Meals** fields. (The **Allowed Meals** amount will not change.)
4. Enter the **Mileage**. Mileage must be entered in whole numbers. The **Mileage Amount** will be automatically calculated. (You must have a vehicle license plate number entered on the Request.) If your Travel Express administrator has set agency specific mileage rates, these will be automatically calculated.
5. Enter the amounts expected for lodging expenses for each day in the **Lodging** fields or enter the amounts expected for lodging to be charged on a P-Card for each day in the **Lodging P-Card** fields. You cannot use both **Lodging** and **Lodging P-Card** fields on the same line. (If lodging will be billed directly to the State, use the **Paid By Other** tab to enter the amounts.)
6. Enter a description of each day's per diem expenses in the **Comments** fields as needed (up to 1,000 characters including spaces). Do not use special characters or symbols, including **&**, ', **“**, <, and \.
7. Click **Save**. If finished with a request, click the Routing tab.
8. If you need to delete a request after it is saved, click the **Request** tab, and then click **Remove**.

ENTER TRANSPORTATION EXPENSES (TRAVEL MODE)

1. Click the **Travel Mode** tab.
2. Click **Add Row**.
3. Select the mode of travel you expect to use from the drop-down menu – **Airfare**, **Public Transportation**, **Rental**, or **Other Transportation**.

Figure 3 - Transportation expenses



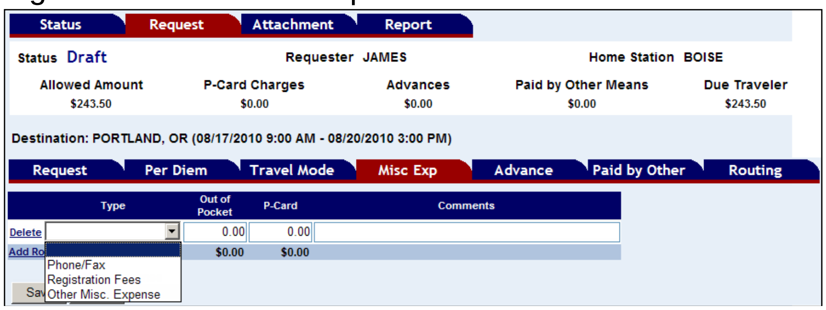
4. Enter the **Out of Pocket** or **P-Card** expense amount.
5. Enter a description of the expense in the **Comments** field (up to 1,000 characters including spaces). Do not use special characters or symbols, including **&**, ', **“**, <, and \.
6. Click **Add Row** to add another Travel Mode expense item and continue.
7. Click **Save**. If finished with a request, click the Routing tab.

8. If you need to delete a request after it is saved, click the **Request** tab and then click **Remove**.

ENTER PHONE/FAX, REGISTRATION FEES, OR OTHER MISCELLANEOUS EXPENSES

1. Click the **Misc Exp** tab to enter expected miscellaneous expenses.
2. Click **Add Row**.
3. Select **Phone/Fax**, **Registration Fees**, or **Other Misc. Expense** from the drop-down menu.

Figure 4 - Phone or fax expenses

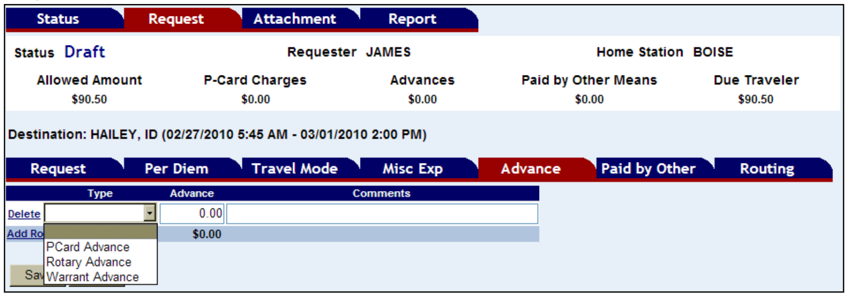


4. Enter the **Out of Pocket** or **P-Card** amount.
5. Enter a description of the expense in the **Comments** field (up to 1,000 characters including spaces). Do not use special characters or symbols, including **&**, ', **"**, <, and \.
6. Click **Add Row** to add another expense item and continue.
7. Click **Save.** If finished with a request, click the Routing tab.
8. If you need to delete a request after it is saved, click the **Request** tab, and then click **Remove**.

ENTER TRAVEL ADVANCES

1. Click the **Advance** tab to enter any advances you expect to receive.
2. Click **Add Row**.
3. Select **PCard Advance**, **Rotary Advance**, or **Warrant Advance** from the drop-down menu. NOTE: It is best practice not to use other types of advances if you are using P-Card advances.
4. Enter the amount you expect to receive in the **Advance** field.
5. Enter a description of the advance in the **Comments** field (up to 1,000 characters including spaces). Do not use special characters or symbols, including **&**, ', **"**, <, and \.
6. Click **Save**. If finished with a request, click the Routing tab.
7. If you need to delete a request after it is saved, click the **Request** tab and then click **Remove**.

Figure 5 - Advances



ENTER EXPENSES NOT PAID BY THE TRAVELER/USER (PAID BY OTHER MEANS)

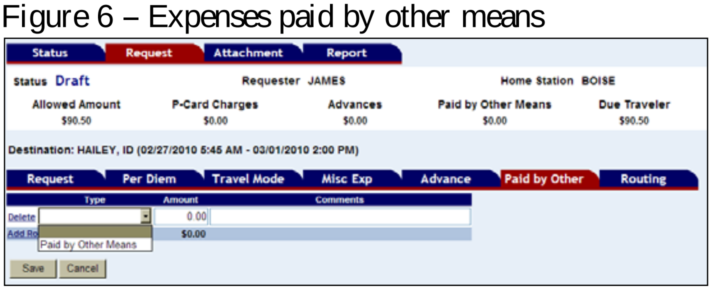
Expenses that are part of the official travel or event, but not paid by the traveler/user can be entered on this screen. The amounts will not be calculated as part of the **Due to** or **Due from** amounts. Examples include lodging that is directly billed, expenses billed to another agency, fees or costs paid for by a host, etc. State travel policy says that if a third party is expected to reimburse the state for the trip, that information along with the name and billing address of the third party must be included on the travel request.

P-CARD AND EXPENSES NOT PAID BY TRAVELER

Expenses paid with a P-Card should be entered in Travel Express, but P-Card transactions still need to be verified and approved in the P-Card application. Expenses that are part of the official travel, but not paid directly by the user/traveler, should be entered on the **Paid by Other** screen. If all expenses entered are paid by other means, the request still needs to be routed and a voucher created from it for audit purposes. The voucher created from the request will have a zero amount balance

1. Click the **Paid by Other** tab.
2. Click **Add Row.**
3. Select **Paid By Other Means** from the drop down menu.
4. Enter the **Amount**.
5. Enter a description of the expense in the **Comments** field (up to 1,000 characters including spaces). Do not use special characters or symbols, including **&**, ', **“**, <, and \.
6. Click **Save**. If finished with a request, click the Routing tab.
7. If you need to delete a request after it is saved, click the **Request** tab, and then click **Remove**.

Figure 6 – Expenses paid by other means



ATTACH A SCANNED DOCUMENT

1. Click the **Attachment** tab.
2. Click **Browse** to locate your scanned document. Valid file types have the following extensions: .pdf, .jpg, .gif, .bmp, .png, .tif, .tiff. The maximum size of a file that can be uploaded is 4MB.
3. Select the scanned document file and click **Open**. The directory location of the document will appear in the **Browse Files** field.
4. Click **Add File**. The document will be added to a queue. The filename (without the extension) of the scanned document will be automatically entered in the **Attachment Title** field.
5. Click **Create Attachment(s)**. The document will appear in the **Attachments** area. (Click **View** if you want to view the attachment.) If adding multiple files, Uncheck the **Create Single Attachment** check box, click **Create Attachment(s)**, and the documents will have *different* **Attachment Titles** based on their filenames.
6. Click **Back** to return to the request. If finished with a request, click the Routing tab.

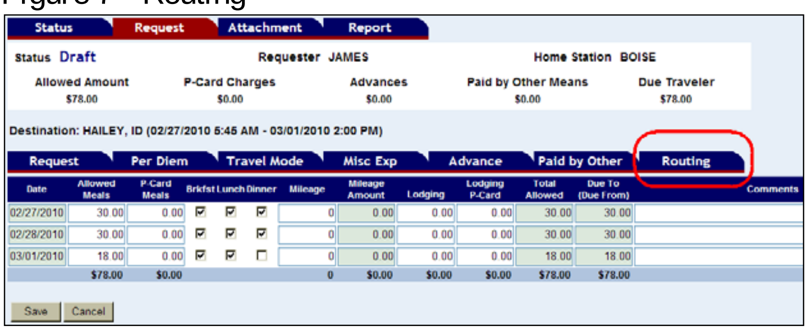
ROUTE TO AN APPROVER

After a request is completed, you need to route it to an approver. The agency's Travel Express administrator sets up the users who are authorized to approve requests.

After a request is approved, a voucher can be created from it. See Create a Voucher from an Approved Request. If a request is not made into a voucher within 60 days of the return date listed on the request, the request will be automatically removed from view and given the status of "Expired". Expired requests can be found using the **Reports** menu.

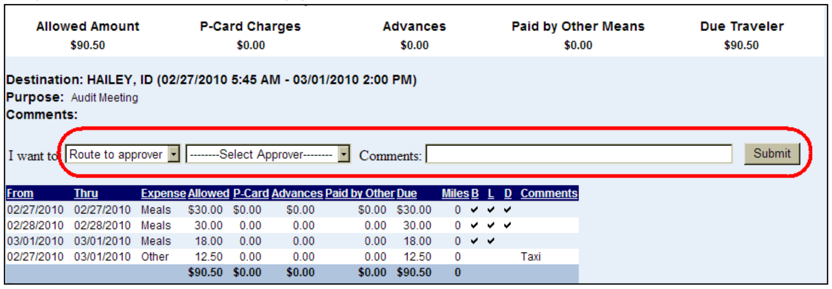
1. When finished with a request, click the **Routing** tab.

Figure 7 - Routing



2. Next to **Route to approver,** select the name of the approver from the drop down menu.

Figure 8 - Select an approver



3. Enter comments in the **Comments** field as needed (up to 200 characters). Do not use special characters or symbols, including **&**, ', **“**, <, and \.
4. Click **Submit**. If the administrator has enabled e-mail notification, automatic e-mails will be sent to the request Approver(s).
5. Requests that have been disapproved can be found in the **Reports Menu**.
6. Click **Return to Menu** to return to the Travel Express main menu.

E-MAIL NOTIFICATION

If the administrator has enabled e-mail notification, automatic e-mails will be sent to the creator of the document (actual traveler or proxy) when a request is approved, disapproved, or routed to back for further action.

VIEW, SAVE, OR PRINT A REQUEST

The **Report** tab displays a report only for the request that is open. (For ad hoc type reporting, select the **Reports Menu** from the main menu.)

1. Click the **Report** tab to view the voucher details.
2. To print or save the report, click the Save **disk icon**.
3. Select **Excel**, **Acrobat (PDF)**, or **Word** file format.
4. Click **Open** and use the print menu from your application to print, or click **Save**.