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TRAVEL EXPRESS USER MANUAL

HOW TO TELL IF A VOUCHER WAS CREATED FROM A REQUEST

REQUESTER/TRAVELER

To tell if a voucher was created from a request:

1. From the Travel Express main menu, select **Requester/Traveler Menu > View/Edit Voucher**.
2. Click **Select** next to the voucher.
3. Click the **Report** tab.
4. In the **Travel Expense Details**, a request number will be shown in the **Req** column if the voucher has been created from a request:



Travel Expense Summary			
Origin	Destination		
POCATELLO, ID	BOISE, ID		

Travel Expense Details			
Req	From	Thru	Expen
10567	02/20/2014	02/20/2014	Meals
10567	02/21/2014	02/21/2014	Meals
10567	02/20/2014	02/20/2014	Lodging
10567	02/21/2014	02/21/2014	Lodging
10567	02/20/2014	02/20/2014	Mileage
0567	02/21/2014	02/21/2014	Mileage

If the voucher was not created from a request, the Req column will show zeroes:



Travel Expense Details			
Req	From	Thru	Expen
0	02/24/2014	02/24/2014	Meals
0	02/25/2014	02/25/2014	Meals
0	02/24/2014	02/24/2014	Lodging
0	02/25/2014	02/25/2014	Lodging
0	02/24/2014	02/24/2014	Mileage
0	02/25/2014	02/25/2014	Mileage

If an additional expense is added to the voucher that was not on the request, that line will show a zero:

Travel Expense Summary			
Origin	Destination		
POCATELLO, ID	BOISE, ID		
Travel Expense Details			
Req	From	Thru	Expense
10587	02/20/2014	02/20/2014	Meals
10587	02/21/2014	02/21/2014	Meals
10587	02/20/2014	02/20/2014	Lodging
10587	02/21/2014	02/21/2014	Lodging
10587	02/20/2014	02/20/2014	Mileage
10587	02/21/2014	02/21/2014	Mileage
0	02/20/2014	02/21/2014	Registration Fe

FISCAL CODERS AND APPROVERS

If you are a Fiscal Coder or an Approver, open the voucher and expand the Request Audit trail section. If a voucher was created from a request, there will be an audit trail:

Status Pending Fiscal Co		
Allowed Amount		
\$343.28		
<ul style="list-style-type: none"> ⊕ Travel Expense Summary ⊕ Request Travel Expense ⊕ Voucher Travel Expense ⊖ Request Audit Trail 		
Action	Level	Status
Create a request	0	Draft
Route to approver	0	Pending
Route to approver	1	Pending
Route to approver	2	Pending
Approve	3	Awaitin
Create a voucher	0	Pending
Total Rows: 6		

If the voucher was not created from a request, this section will read, “No data to display”.