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TRAVEL EXPRESS USER MANUAL

VIEW PROCESSED REQUESTS AND VOUCHERS

INTRODUCTION

If you cannot find a request or voucher, it may be in **Processed Documents**.

A Processed request is one that:

- has been approved and used in a voucher that has been sent to STARS
- has been approved, used in a voucher and then removed
- is expired (is over 60 days old and has not been used in a voucher)

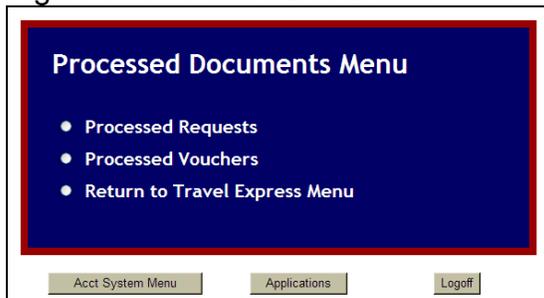
A Processed voucher is one that has been sent to STARS.

Requests and vouchers that meet the criteria will move into Processed Documents at the end of each business day.

The processed documents will be displayed as a report, with detailed line item expenses and an audit trail of when the request/voucher was created and approved, and when it was sent to STARS. Fiscal coding can be found in reports on the **Reports Menu** of the Travel Express main menu.

Administrators will be able to view the requests and vouchers of all users. Non-administrator users will be able to see only their own processed requests or voucher.

Figure 1 - Processed Documents menu



VIEW PROCESSED REQUESTS

1. A list of processed requests will be displayed. To sort the list, click any of the column headers (e.g., **Traveler**, **Destination**, **Depart**, etc.).

Figure 2 - List of processed requests

Results:							
Atch	Traveler	Origin	Destination	Depart	Return	Create Date	Group
View	MERIDETH	BOISE, ID	BREMERTON, WA	04/26/2010	04/26/2010	04/19/2010	
View	TU ANH	BOISE, ID	LOUISVILLE, KY	04/10/2010	04/13/2010	03/17/2010	Group2
View	CAROLYN	BOISE, ID	KANSAS CITY, KS	04/14/2010	04/19/2010	03/23/2010	
View	CAROLYN	BOISE, ID	KANSAS CITY, KS	04/14/2010	04/19/2010	03/23/2010	
View	TU ANH	BOISE, ID	SEATTLE, WA	04/20/2010	04/25/2010	03/24/2010	CSC PR

2. If there are any documents attached to a request, an attachment icon in the **Atch** column is displayed. Click the icon to open the **Attachment** page and view attached documents.
3. To search for requests, click **Browse** next to **Traveler** and select the name of the traveler, and/or select the **Destination**, the **Group**, or the **Departed** dates.
 - a. If searching by traveler's name (click **Browse** next to **Traveler**):
 - If a traveler is not a proxy or an administrator, approver, or an auditor, the search will only list the traveler's name.
 - If the traveler is a proxy, the search will list the traveler and the people for whom they are a proxy.
 - If the traveler is an Administrator, an Approver, a Master Admin (SCO only), a Fiscal Coder, or an Auditor, the search will include everyone who has been added to the application
 - b. Click **Find**.

Figure 3 - Processed Request Search options

Results:							
Atch	Traveler	Origin	Destination	Depart	Return	Create Date	Group
View	TU ANH	BOISE, ID	LOUISVILLE, KY	04/10/2010	04/13/2010	03/17/2010	Group2
View	TU ANH	BOISE, ID	SEATTLE, WA	04/20/2010	04/25/2010	03/24/2010	CSC PROGRAMMING
View	PAMELA	BOISE, ID	CHICAGO, IL	04/27/2010	05/01/2010	04/13/2010	DSA
View	PAMELA MENJIVAR	BOISE, ID	PHOENIX, AZ	04/25/2010	04/28/2010	04/16/2010	CSC TRAINING
View	CAROLYN	BOISE, ID	KANSAS CITY, KS	04/14/2010	04/19/2010	03/23/2010	
View	CAROLYN	BOISE, ID	PORTLAND, OR	04/25/2010	04/27/2010	04/05/2010	DSA

Total Rows: 6
Pages: 1

4. Click **View** next to a request. The details of the expenses and the audit trail will be displayed.

Figure 4 - Processed travel request

Traveler FRED
Group BHS
Purpose: Attend the NE J
Comment:

Home Station BOISE
Destination IDAHO FALLS
Depart 06/06/2014 11:00AM
Return 06/07/2014 06:00PM
Allowed Amt \$118.50
P-Card Amt \$84.00
Advances \$0.00
Paid by Other \$0.00

Travel Expense Summary

Origin	Destination	Depart	Return	Allowed Amt	P-Card Amt	Advances	Paid by Other
BOISE, ID	IDAHO FALLS, ID	06/06/2014 11:00AM	06/07/2014 06:00PM	\$118.50	\$84.00	\$0.00	\$0.00

Travel Expense Details

Req From	Thru	Expense	Allowed	P-Card	Advances	Other	Amt Due	Miles	B	L	D	Comments
0	06/06/2014	06/06/2014	Meals	\$16.50	\$0.00	\$0.00	\$0.00	\$16.50	0	X	X	
0	06/07/2014	06/07/2014	Meals	\$18.00	\$0.00	\$0.00	\$0.00	\$18.00	0	X	X	
0	06/06/2014	06/06/2014	Lodging	\$84.00	\$84.00	\$0.00	\$0.00	\$0.00	0			

Travel Expense Fiscal Coding

TC	R	Ref Doc	Suf	BFY	Amount	PCA	Index	Exp Sub Dtl	Grant	Ph	Project	Ph	BU	Fund	Dtl	Desc
230				2014	\$34.50	81355	6500	S396	BEMPG	13	EM8412	13	GVOF	0348		ATTEND THE NE J

Audit Trail

Action	Level	Status	User	Agency	Date	Comments
Create a voucher	0	Draft	FRED	190	6/9/2014 9:10:09 AM	
Route to fiscal coder	0	Pending Fiscal Coding	FRED	190	6/9/2014 9:11:25 AM	
Route to approver	0	Pending Approval(s)	KARL	190	6/9/2014 10:21:30 AM	FISCAL CODING COMPLETE, READY FOR APPROVAL, THANK YOU!
Route to approver	1	Pending Approval(s)	PATR	190	6/10/2014 2:51:05 PM	Recommend approval: Pat Lucas
Route to approver	2	Pending Approval(s)	ROBE	190	6/16/2014 4:54:35 PM	

- To print or save the report, click the **Save disk icon**.
- Select **Excel, Acrobat (PDF), or Word** file format. (See note above.)
- Click **Open** and use the print menu from your selected application to print, or click **Save As**.

If an error message is displayed that reads, “Internet Explorer cannot download... Internet Explorer was not able to open this Internet site...”, Internet Explorer settings may have **Do not save encrypted pages to disk** enabled. [Click here for Internet Explorer troubleshooting information](#).

- Click **Back** to return to the list of processed requests.

VIEW PROCESSED VOUCHERS

- A list of processed vouchers will be displayed. To sort the list, click any of the column headers (e.g., **Traveler, Destination, Depart**, etc.). Click an attachment icon in the **Atch** column to open the **Attachment** page and view attached documents.

Figure 5 - List of processed vouchers

Results:							
Atch	Traveler	Origin	Destination	Depart	Return	Create Date	Group
	MERIDETH	BOISE, ID	BREMERTON, WA	04/26/2010	04/26/2010	04/19/2010	
	TU ANH	BOISE, ID	LOUISVILLE, KY	04/10/2010	04/13/2010	03/17/2010	Group2
	CAROLYN	BOISE, ID	KANSAS CITY, KS	04/14/2010	04/19/2010	03/23/2010	
	CAROLYN	BOISE, ID	KANSAS CITY, KS	04/14/2010	04/19/2010	03/23/2010	
	TU ANH	BOISE, ID	SEATTLE, WA	04/20/2010	04/25/2010	03/24/2010	CSC PR

2. To search for vouchers, click **Browse** next to **Traveler** and select the name of the traveler, and/or select the **Destination**, the **Group**, or the **Departed** dates.
 - a. If searching by traveler's name (click **Browse** next to **Traveler**):
 - If a traveler is not a proxy or an administrator, approver, or an auditor, the search will only list the traveler's name.
 - If the traveler is a proxy, the search will list the traveler and the people for whom they are a proxy.
 - If the traveler is an Administrator, an Approver, a Master Admin (SCO only), a Fiscal Coder, or an Auditor, the search will include everyone who has been added to the application
 - b. Click **Find**.

Figure 6 - Processed Vouchers

Atch	Traveler	Origin	Destination	Depart	Return	Create Date	Group
View	MERIDETH	BOISE, ID	BREMERTON, WA	04/26/2010	04/26/2010	04/19/2010	
View	TU ANH	BOISE, ID	LOUISVILLE, KY	04/10/2010	04/13/2010	03/17/2010	Group2
View	CAROLYN	BOISE, ID	KANSAS CITY, KS	04/14/2010	04/19/2010	03/23/2010	
View	CAROLYN	BOISE, ID	KANSAS CITY, KS	04/14/2010	04/19/2010	03/23/2010	
View	TU ANH	BOISE, ID	SEATTLE, WA	04/20/2010	04/25/2010	03/24/2010	CSC PROGRAMMING
View	CAROLYN	BOISE, ID	PORTLAND, OR	04/25/2010	04/27/2010	04/05/2010	DSA
View	PAMELA	BOISE, ID	CHICAGO, IL	04/27/2010	05/01/2010	04/13/2010	DSA
View	PAMELA	BOISE, ID	PHOENIX, AZ	04/25/2010	04/28/2010	04/16/2010	CSC TRAINING

Total Rows: 8
Pages: 1

3. Click **View** next to the appropriate voucher. The details and fiscal coding of the expenses and the audit trail will be displayed. The **Audit Trail** section will display the time and date the voucher was routed to STARS. Complete fiscal coding can be found in reports on the **Reports Menu** of the Travel Express main menu.

Figure 7 - Processed travel voucher

Origin	Destination	Depart	Return	Allowed Amt	P-Card Amt	Advances	Paid by Other
BOISE, ID	IDAHO FALLS, ID	06/06/2014 11:00AM	06/07/2014 06:00PM	\$118.50	\$84.00	\$0.00	\$0.00

Req From	Thru	Expense	Allowed	P-Card	Advances	Other	Amt Due	Miles	B	L	D	Comments
0	06/06/2014	06/06/2014	Meals	\$18.50	\$0.00	\$0.00	\$0.00	\$18.50	0	X		
0	06/07/2014	06/07/2014	Meals	\$18.00	\$0.00	\$0.00	\$0.00	\$18.00	0	X	X	
0	06/06/2014	06/06/2014	Lodging	\$84.00	\$84.00	\$0.00	\$0.00	\$0.00	0			

TC	R	Ref Doc	Suf	BFY	Amount	PCA	Index	Exp Sub Dtl	Grant	Ph	Project	Ph	BU	Fund	Dtl	Desc
230				2014	\$34.50	81358	6500	5396	BEMPG	13	EM8412	13	GVDF	0348		ATTEND THE NE

Action	Level	Status	User	Agency	Date	Comments
Create a voucher	0	Draft	FRED	190	6/9/2014 9:10:09 AM	
Route to fiscal coder	0	Pending Fiscal Coding	FRED	190	6/9/2014 9:11:25 AM	
Route to approver	0	Pending Approval(s)	KARL	190	6/9/2014 10:21:30 AM	FISCAL CODING COMPLETE, READY FOR APPROVAL. THANK YOU!
Route to approver	1	Pending Approval(s)	PATR	190	6/10/2014 2:51:05 PM	Recommend approval. Pat Lucas
Route to approver	2	Pending Approval(s)	ROBE	190	6/16/2014 4:54:35 PM	

4. To print or save the report, click the Save **disk icon**.
5. Select **Excel**, **Acrobat (PDF)**, or **Word** file format. (See note above.)
6. Click **Open** and use the print menu from your selected application to print, or click **Save As**.

If an error message is displayed that reads, “Internet Explorer cannot download... Internet Explorer was not able to open this Internet site...”, Internet Explorer’s Internet Options settings may have **Do not save encrypted pages to disk** enabled. Click here for Internet Explorer troubleshooting information.

7. Click **Back** to return to the list of processed vouchers.