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<b>EXPENSES PAID BY A THIRD PARTY .....</b>	<b>1</b>

# TRAVEL EXPRESS USER MANUAL

## EXPENSES PAID BY A THIRD PARTY

Expenses that are part of the official travel or event, but not paid by the traveler/user can be entered on the **Paid by Other** screen. The amounts entered here 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. This could be entered on the comments or added as a scanned attachment.

1. On the Request or Voucher, 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. 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

Status	Request	Attachment	Report
Status Draft	Requester JAMES	Home Station BOISE	
Allowed Amount \$90.50	P-Card Charges \$0.00	Advances \$0.00	Paid by Other Means \$0.00
			Due Traveler \$90.50

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

Type	Amount	Comments
Delete	0.00	
Add Row	\$0.00	
Paid by Other Means		

Save Cancel

When a Fiscal Coder or Approver views a voucher, these costs will be entered as a zero amount memo line item (MEM). A memo (MEM) line item will not be uploaded to STARS. If all expenses entered are not paid by the traveler, the voucher created from the request will have a zero amount balance.

Figure 1 - Zero Amount Memo line

Voucher Travel Expense Details												
From	Thru	Expense	Allowed Amt	P.Card Amt	Advances	Paid by Other	Amount Due	Miles	B	L	D	Comments
11/10/2011	11/10/2011	Meals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0				meals provided
11/10/2011	11/10/2011	Lodging	0.00	0.00	0.00	0.00	0.00	0				meals provided
11/10/2011	11/10/2011	Mileage	0.00	0.00	0.00	0.00	0.00	0				meals provided
11/10/2011	11/10/2011	Other Misc. Expense	15.00	15.00	0.00	0.00	0.00	0				purchased flip board for presentation
			\$15.00	\$15.00	\$0.00	\$0.00	\$0.00	0				

  

Request Audit Trail											
Voucher Audit Trail											
I want to:		Route to approver	BRENDA								Submit
Comments:											

  

LC*	Ref Doc*	Sfx	BFY	Amt	D	Desc	PCA*	Index*	ExpSub*	Dtl	Grant*	Pl	Pj
MEM			2012	\$0.00									
				\$0.00									

\*Press F3 for lookup