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TRAVEL EXPRESS USER MANUAL

CREATE A VOUCHER FROM A REQUEST

INTRODUCTION

If a user has submitted a Travel Express request that has been approved, select **Create Voucher (from an approved request)** from the **Requester/Traveler** menu. A request may be created by the traveler or by a proxy - someone other than the traveler. The expenses on the request are automatically added to the voucher, which can then be changed, or additional expenses can be entered. Refer to the [State Travel Policy](#) for more information regarding allowable expenses.

Separate vouchers can be created from individual line items of a request. For example, a voucher can be create for just airline expenses and reimbursed prior to actual travel, and then the remainder of the expenses (meals, lodging, etc.) can be entered on another voucher after the travel or event is complete. However, do not separate meals and lodging, even though separate check boxes may be available.

Important points when creating a voucher from a request:

- If only part of the request is added to a voucher, the remainder of the request will stay in Travel Express with a Status of **Pending Voucher(s)**.
- If a voucher is not created from a request within 60 days of the return date on the request, the request will be automatically removed from view and given the status of “Expired”. These can be found using the **Reports** menu.
- Expenses paid with a P-Card should be entered, but P-Card transmittals still need to be verified and approved in the P-Card application.
- Expenses that are part of the official travel, but paid by another party or entity and not paid directly by the traveler, [should be entered](#) on the **Paid by Other** screen. If *all expenses* on the request are paid by another party or entity, the voucher will have a zero amount balance. The voucher still needs to be created and routed for audit purposes. See the [State Travel Policy](#) regarding third party reimbursements.
- If voucher created from a request is deleted, the original request will not be deleted - you could select the request again to create a new voucher. A request may be removed (deleted) from the **View/Edit Request** menu before it can be used in a voucher, or after a voucher is deleted.
- Allowed Meals amounts on a request for international travel will not populate the voucher created from an approved request. The actual amounts will have to be manually entered on the voucher.

- 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 scheduled to be uploaded to STARS at the end of the business day.

SELECT A REQUEST

1. Click the **Requester/Traveler Menu**, and then click **Create Voucher (from an approved request)**.

Figure 1 - Travel Express menu



2. You can search for requests by the traveler's name (click **Browse** next to **Traveler**), or you can search by **Destination**, **Group**, or departure dates. Select or enter any of these criteria and click **Find**.
3. Click **Select** next to a request from the **List of Approved Requests**. A new request will have the **Status** of **Awaiting Voucher Creation**. All other vouchers will have a **Status** of **Pending Voucher(s)** – including vouchers started from a request, started but then removed, or completed and routed to fiscal coding. You can select a voucher with either status. (A voucher with the status of **Pending Voucher(s)** will just open the voucher.)

Figure 2 - List of Approved requests

The screenshot shows the 'List of Approved Requests' interface. It has search filters for 'Traveler' (with a 'Browse' button), 'Destination', 'Group', and 'Departed' (with 'Between' and 'And' options and 'Find' and 'Reset' buttons). Below the filters is a table of results:

	Atch Note	Traveler	Status	Origin	Destination	Depart	Return	Create Date	Group
Select		KARLA	Awaiting Voucher Creation	BOISE, ID	LAS VEGAS, NV	07/24/2014	07/28/2014	06/11/2014	BHS
Select		JULIE	Awaiting Voucher Creation	BOISE, ID	COEUR D'ALENE, ID	06/22/2014	06/27/2014	06/11/2014	BHS
Select		MARY	Pending Voucher(s)	BOISE, ID	BOSTON, MA	08/29/2014	09/05/2014	09/16/2014	
Select		BONNER	Pending Voucher(s)	SANDPOINT, ID	PORTLAND, OR	10/01/2014	10/03/2014	10/23/2014	

Total Rows: 19
Pages: 12

4. Click **Check All** or check the check boxes next to individual line items from the request. For example, if the request includes expenses for a four day trip, but the trip or event lasted only three days, you could select just the three days of actual expenses.
 - If actual travel/event is greater than 14 days, select only those rows for a 14 day period and create a voucher, then return to the **Create Voucher (from an approved request)** menu to select the request and then select another 14 day period from that request to create another, separate voucher.

- Do not check just meals, or just mileage, or just lodging, even though there may be an option to select them separately. If you select only one of these line items from the request, the voucher Per Diem screen is displayed with all of the other amounts anyway. Then if you edit these *voucher* Per Diem amounts and delete any of the other amounts, the *request's* amounts will be reset – you will essentially lose the remaining Per Diem amounts as originally entered.

Figure 3 - Check the line items of the request

Allowed Amount	P-Card Charges	Advances	Paid by Other Means	Due Traveler
\$339.00	\$0.00	\$0.00	\$0.00	\$339.00

Destination: LEWISTON, ID (04/01/2010 8:00 AM - 04/04/2010 4:00 PM)

Vouchers
Amount Status
No data to display

Clear All | Create Voucher (Select the items you want on a new voucher then click on Create Voucher)

From	To	Expense Allowed	P-Card Advances	Paid by Other Means	Miles	L	D	Comments
04/01/2010	04/01/2010	Meals \$27.00	\$0.00	\$0.00	\$27.00	0	✓	✓
04/02/2010	04/02/2010	Meals 27.00	0.00	0.00	27.00	0	✓	✓
04/03/2010	04/03/2010	Meals 27.00	0.00	0.00	27.00	0	✓	✓
04/04/2010	04/04/2010	Meals 18.00	0.00	0.00	18.00	0	✓	✓
04/01/2010	04/04/2010	Airfare 240.00	0.00	0.00	240.00	0		
		\$339.00	\$0.00	\$0.00	\$339.00	0		

5. Click **Create Voucher**.
6. Make any changes to the voucher (destination, travel dates or times, purpose of travel, etc.) from the original request, or add comments or [attachments](#) to it.
 - If you have changed the **Depart** or **Return** dates or times, the **Per Diem** screen will be reset and you will have to re-add the mileage, lodging, etc. If that happens, open the original request by clicking the **View/Edit Request** menu in the **Requester/Travel Menu** and copy the mileage, lodging, and other amounts.
 - If you change the **Depart** or **Return** dates, make sure that the 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.
 - If you need to change the travel destination, be sure to select the correct state from the **Destination (state)** drop down menu, and click **Browse** to select the correct city. For international travel, check the **International** check box. Select District of Columbia for Washington, D.C.
 - For in-state travel, Idaho state travel policy has set a standard per diem rate for all destinations in Idaho, so you only need to type the city in the field provided.
 - The **Purpose of Travel** is required. Do not use special characters or symbols, including **&**, **'**, **“**, **<**, and ****.
 - If you add a Group, **Group** is an optional tag to help categorize the requests or vouchers to be searched for by fiscal coders, approvers, or used for creating reports. For example, fiscal coders or approvers may want to find documents only for a specific region or a department or PCA. Groups are created by the agency's Travel Express administrator.
7. Click **Save & Continue**. (Click **Cancel** to undo any unsaved data entry. Click **Remove** to delete the current voucher – the request will not be deleted. You can select it again to create a new voucher.)

Figure 4 - Create and save the voucher

The screenshot shows the 'Voucher' tab of the Travel Express system. At the top, there are tabs for 'Status', 'Voucher', 'Attachment', and 'Report'. The 'Status' is 'Draft'. Below this, there are fields for 'Requester JAMES' and 'Home Station BOISE'. A summary row shows 'Allowed Amount \$0.00', 'P-Card Charges \$0.00', 'Advances \$0.00', 'Paid by Other Means \$0.00', and 'Due Traveler \$0.00'. Below this is another set of tabs: 'Voucher', 'Per Diem', 'Travel Mode', 'Misc Exp', 'Advance', 'Paid by Other', and 'Routing'. The 'Voucher' tab is active, showing fields for 'Traveler' (JAMES), 'Vendor Sfx' (SE), 'Billing Agency' (140), 'Home Station' (BOISE), 'Origin(state)' (IDAHO), 'Origin(city)' (BOISE), 'Departure Date/Time', 'Personal Vehicle', 'Destination(state)', 'Destination(city)', 'Return Date/Time', and 'State Vehicle'. There are also fields for 'Purpose for Travel' and 'Comments'. At the bottom left, the 'Save' button is circled in red.

8. Continue with any changes to, or review of, the actual expenses.

REVIEW OR EDIT PER DIEM, MILEAGE, LODGING EXPENSES

Vouchers for international travel or travel to Alaska or Hawaii will not automatically populate the Per Diem.

1. Verify the check boxes are checked for the actual meals taken (breakfast, lunch, dinner)
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 dinner was not taken. (This will reduce the amount of **Allowed Meals** for that day.)
 - b. Change the amount of a meal or meals in the **Allowed Meals** fields.
 - c. You should not be able to enter amounts that exceed the per diem rate set for your agency.
 - d. Alaska, Hawaii, and International destinations will not automatically populate per diem. Enter the **Allowed Meals** amounts manually.
 - e. If you have changed 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. To find the mileage, lodging, etc. from the original request, tap the **View/Edit Request** menu in the **Requester/Travel Menu**.
3. Enter or edit any amounts charged on a P-Card for meals for each day in the **P-Card Meals** fields. (The **Allowed Meals** amount will not change.)

Figure 5 - Per Diem, Mileage, Lodging expenses

The screenshot shows the 'Per Diem' tab of the Travel Express system. It displays a table with the following data:

Date	Allowed Meals	P-Card Meals	Brkfst	Lunch	Dinner	Mileage	Lodging	Total Allowed	Due To (Due From)
03/24/2010	30.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	0.00	30.00	30.00
03/25/2010	30.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	0.00	30.00	30.00
03/26/2010	18.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0.00	18.00	18.00
	\$78.00	\$0.00				0	\$0.00	\$78.00	\$78.00

At the bottom of the screen, there are 'Save' and 'Cancel' buttons.

4. If applicable, edit or enter the **Mileage** of the travel. Mileage must be entered in whole numbers. The **Mileage Amount** will be automatically calculated. If your Travel Express administrator has set agency specific mileage rates, these will be automatically calculated.
5. If you did not use P-Card for lodging, edit or enter any amounts paid for lodging in the **Lodging** fields. (If lodging is billed directly to the State, use the **Paid By Other** tab to enter the amounts.)
6. If you did use P-Card for lodging, edit or enter any amounts charged on a P-Card for lodging in the **Lodging P-Card** fields. You cannot use both **Lodging** and **Lodging P-Card** fields on the same line.
7. Enter **Comments** for each day's per diem expenses. Do not use special characters or symbols, including **&**, **'**, **“**, **<**, and ****.
8. Click **Save**. (Click **Cancel** to undo any unsaved data entry.) If finished, [click the Routing tab](#).

EDIT OR ENTER TRANSPORTATION EXPENSES (TRAVEL MODE)

1. Click the **Travel Mode** tab.
2. Change the amounts of the actual expenses if needed, or click **Add Row** to add travel mode expenses that were not on the original request.
3. Select the mode of travel used from the drop-down menu – **Airfare**, **Public Transportation**, **Rental**, or **Other Transportation**.

Figure 6 - Travel mode expenses

Type	Out of Pocket	P-Card	Comments
Airfare	\$0.00	\$0.00	

4. Edit or enter the **Out of Pocket** or **P-Card** expense amount.
5. Enter **Comments** explaining the expense. 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**. (Click **Cancel** to undo any unsaved data entry.) If finished, [click the Routing tab](#).

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

1. Click the **Misc Exp** tab to enter miscellaneous expenses.

2. Change the amounts of the actual expenses if needed, or click **Add Row** to add miscellaneous expenses that were not on the original request.
3. Select **Phone/Fax, Registration Fees, or Other Misc. Expense** from the drop-down menu.

Figure 7 - Miscellaneous/phone/fax expenses

4. Edit or enter **Out of Pocket** or **P-Card** amounts.
5. Enter **Comments** explaining the expense. Do not use special characters or symbols, including **&, ', “, <, and **.
6. Click **Add Row** to add another miscellaneous expense item and continue.
7. Click **Save**. (Click **Cancel** to undo any unsaved data entry.) If finished, [click the Routing tab](#).

EDIT OR ENTER TRAVEL ADVANCES

1. Click the **Advance** tab to enter any advances received.
2. Change the amounts of the actual advances received if needed, or click **Add Row** to add advances that were not on the original request.
3. Select **PCard Advance, Rotary Advance, or Warrant Advance** from the drop-down menu. It is a best practice that you do not use other types of advances if you use P-Card advances.

Figure 8 - Travel advances

4. Edit or enter the amount received in the **Advance** field.
5. Enter **Comments** explaining the advance, or if you have a STARS document number for a warrant advance, you could enter it here. Do not use special characters or symbols, including **&, ', “, <, and **.

6. Click **Save**. (Click **Cancel** to undo any unsaved data entry.) If finished, [click the Routing tab](#).

EDIT OR ENTER REIMBURSED EXPENSES (PAID BY OTHER MEANS)

Expenses that are part of the official travel/event, but paid by another party or entity and not paid by the traveler, 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, expenses paid with a P-Card, etc. By including these expenses, a complete audit trail and accurate reporting of the travel/event is kept.

1. Click the **Paid by Other** tab.
2. Change the amounts of the actual expenses if needed, or click **Add Row** to add other expenses that were not on the original request.
3. Select **Paid By Other Means** from the drop down menu.

Figure 9 - Other expenses

Status	Voucher	Attachment	Report			
Status Draft	Requester JAMES		Home Station BOISE			
Allowed Amount \$205.24	P-Card Charges \$0.00	Advances \$0.00	Paid by Other Means \$0.00	Due Traveler \$205.24		
Destination: TWIN FALLS, ID (03/24/2010 7:00 AM - 03/26/2010 4:30 PM)						
Voucher	Per Diem	Travel Mode	Misc Exp	Advance	Paid by Other	Routing
Type	Amount	Comments				
Delete	0.00					
Add Row	\$0.00	Paid by Other Means				
Save		Cancel				

4. Edit or 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**. (Click **Cancel** to undo any unsaved data entry.) If finished, [click the Routing tab](#).

ATTACH SCANNED DOCUMENTS

If hard copy receipts or other documents have been provided, you can scan and attach these to the voucher.

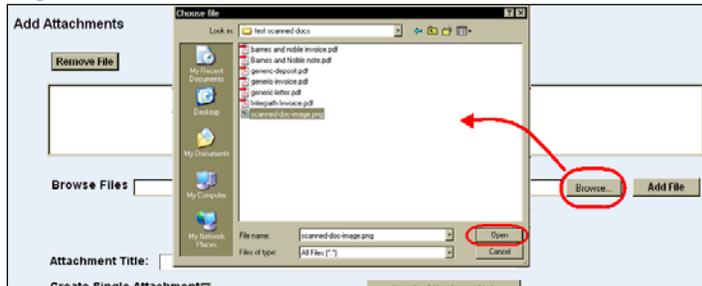
1. Click the **Attachment** tab.

Figure 10 - Attachment tab

Status	Voucher	Attachment	Report
Status Draft		Requester JAMES	Home Stat
Allowed Amount	P-Card Charges	Advances	Paid by Other Means
\$340.00	\$0.00	\$0.00	\$0.00

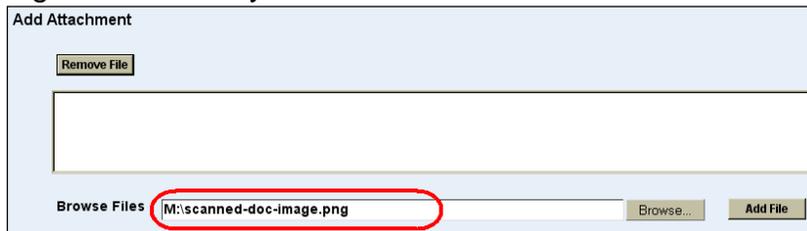
- Click **Browse** to locate your scanned document file. Valid types include files with the following extensions: .pdf, .jpg, .gif, .bmp, .png, .tif, .tiff. (The file extension .jpeg will not work.) The file size should not exceed 4MB.

Figure 7 - Browse for scanned document



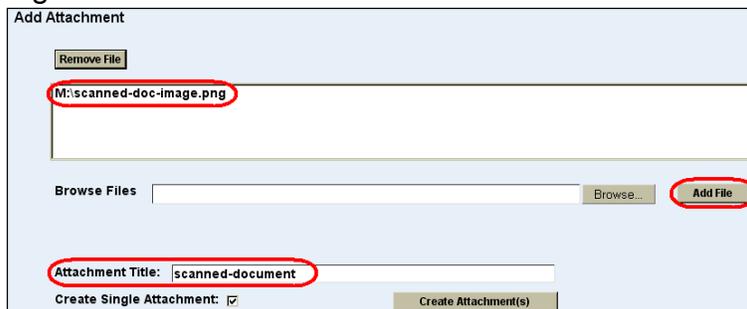
- Highlight the scanned document file and click **Open**. The directory location of the document will appear in the **Browse Files** field.

Figure 8 -Directory location



- 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.

Figure 9 - Document added



5. If desired, change the **Attachment Title** to something more meaningful for the document. Do not use special characters or symbols, including **&**, **'**, **“**, **<**, and ****. Otherwise, leave the default title based on the file name.
6. For only one document, leave **Create Single Attachment** checked. If you have changed the **Attachment Title**, this will apply the change. If you add multiple files, uncheck the **Create Single Attachment** check box, click **Create Attachment(s)**, and the attachments will have different **Attachment Titles** based on their filenames.
7. Click **Create Attachment(s)**. The document will appear in the **Attachments** area. (Click **View** if you want to view the attachment.)
8. Click **Back** to return to the voucher.

ROUTE TO A FISCAL CODER

1. When finished with a voucher, click the **Routing** tab.
2. Select the name of the fiscal coder from the **Fiscal Coder** drop down menu. Select your name if you are a coder and can code your own voucher. If you need to make changes, click the **Status** tab and select your voucher to edit it. Do not route a voucher with no dollar amounts.
3. If the expenses occurred in a prior fiscal year, or if the travel/event occurs in the next fiscal year but the requester is to be reimbursed in the current fiscal year, enter the appropriate year in the **Fiscal Year**.

Figure 11 - Route to fiscal coder

Allowed Amount	P-Card Charges	Advances	Paid by Other Means	Due Traveler
\$339.00	\$0.00	\$0.00	\$0.00	\$339.00

Destination: LEWISTON, ID (04/01/2010 8:00 AM - 04/04/2010 4:00 PM)

Fiscal Year: Fiscal Coder:

From	Thru	Expense Allowed	P-Card	Advances	Paid by Other	Due	Miles B	L	D	Comments
04/01/2010	04/01/2010	Meals	\$27.00	\$0.00	\$0.00	\$27.00	0	✓	✓	
04/02/2010	04/02/2010	Meals	27.00	0.00	0.00	27.00	0	✓	✓	
04/03/2010	04/03/2010	Meals	27.00	0.00	0.00	27.00	0	✓	✓	
04/04/2010	04/04/2010	Meals	18.00	0.00	0.00	18.00	0	✓	✓	
04/01/2010	04/04/2010	Airfare	240.00	0.00	0.00	240.00	0			
			\$339.00	\$0.00	\$0.00	\$339.00	0			

Pages: 1

4. Click **Submit**. To return to the voucher without submitting it, click the **Status** tab and then select the voucher to open it. If the voucher has been routed to a fiscal coder, but needs to be corrected, the fiscal coder must route it back to the traveler.
5. If the administrator has enabled e-mail notification, an e-mail will be sent to the Fiscal Coder.
6. If you are set up as a Fiscal Coder, you can click **Enter fiscal coding** to continue with entering the fiscal coding. See the Fiscal Coding documentation for more information.
7. Click **Return to Menu** to go back to the Travel Express main menu.

- When you then select **Create Voucher from Approved Request**, a voucher that you just routed to fiscal coding will have a status of **Pending Voucher(s)**. However, select that voucher and you will see a status of **Pending Fiscal Coding**.

VIEW, SAVE, OR PRINT A VOUCHER

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

- Click the **Report** tab to view the voucher details.
- To print or save the report, click the **Select a Format** drop down menu.
- Select either **Excel** or **Acrobat (PDF)** file.
- Click **Export**.
- Click **Open** and use the print menu from your spreadsheet or PDF application to print, or click **Save**.

Figure 12 - Report tab

Origin	Destination	Depart	Returns	Allowed Amt	P-Card Amt	Advances	Pa
BOISE, ID	MOUNTAIN HOME, ID	09/15/2010	09/18/2010	\$486.04	\$0.00	\$0.00	

You From	Thru	Expense	Allowed	P-Card	Advances	Other	Amt Due	Mile	
0	09/15/2010	09/15/2010	Meals	\$41.40	\$0.00	\$0.00	\$0.00	\$41.40	
0	09/16/2010	09/16/2010	Meals	\$36.80	\$0.00	\$0.00	\$0.00	\$36.80	
0	09/17/2010	09/17/2010	Meals	\$36.80	\$0.00	\$0.00	\$0.00	\$36.80	
0	09/18/2010	09/18/2010	Meals	\$11.50	\$0.00	\$0.00	\$0.00	\$11.50	