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TRAVEL EXPRESS USER MANUAL

REPORTS: REQUEST AND VOUCHER DETAILS

INTRODUCTION

There are two reports options in Travel Express. One is a **Report** tab seen on either a request or voucher on the Create Request or Create Voucher screens, the Fiscal Coding screen, or the Approval screens. The other reports option is the **Reports Menu** on the Travel Express main menu. This provides queries on all requests and vouchers. Users will be able to see only their own requests or vouchers. Administrators will be able to view all users.

Documents that have been processed through Travel Express (vouchers sent to STARS, etc.) can be found through the **Processed Documents** menu. [Click here for more information.](#)

Travel Express data is also available in [IBIS](#). Informational and expenditure data from just the Travel Express application, as well as Travel Express fiscal data in STARS, are available in IBIS.

THE REPORT TAB

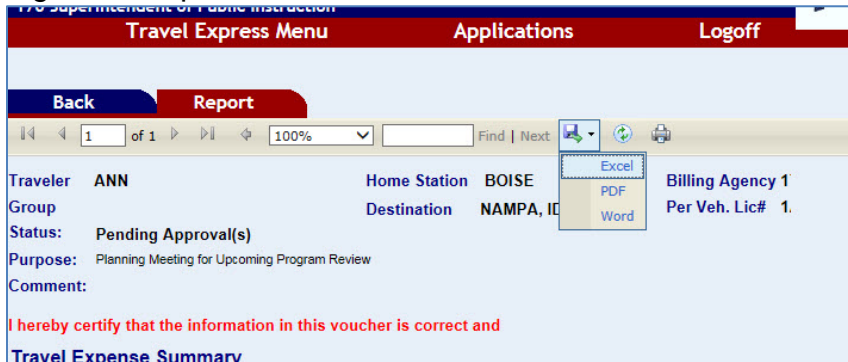
The **Report** tab is seen on the request or voucher that is open, whether creating a request or voucher, fiscal coding a request or voucher, or approving a request or voucher. The report can then be saved or printed in Excel, PDF, or Word format.

PDF reports may not print properly. Use the Excel format and then in the **Print** menu, change the **No Scaling** option to **Fit Sheet on One Page**.

With the request or voucher open:

1. Click the **Report** tab to view the request or voucher details.
2. To print or save the report, click the Save **disk icon**.

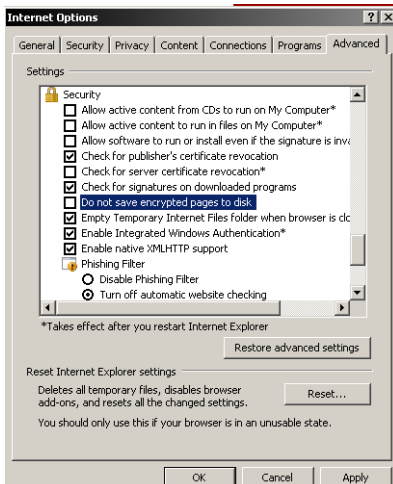
Figure 1 - Report tab



3. Select **Excel**, **Acrobat (PDF)**, or **Word** file format.
4. Click **Open** and use the print menu from your selected application to print, or click **Save As**.

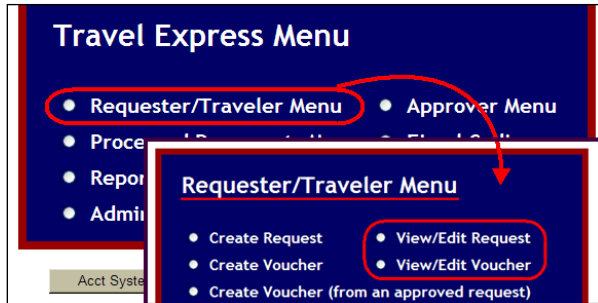
To view complete fiscal coding detail, use the **Reports Menu** described below.

If you get an error that reads “Internet Explorer was not able to open this Internet site”, you may need to uncheck **Do not save encrypted pages to disk** in the **Tools, Internet Options, Advanced** tab in Internet Explorer.



You can also view the request or voucher by selecting the **Requester/Traveler Menu**, and then select **View/Edit Request** or **View/Edit Voucher**.

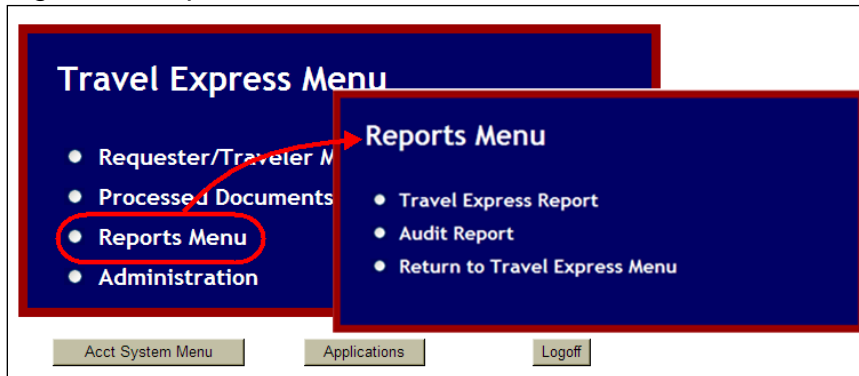
Figure 2 - View/Edit selections



THE REPORTS MENU

The **Reports Menu** is on the main menu of Travel Express.

Figure 3 – Reports menus



Two types of reports are available - **Travel Express Report** and **Audit Report**. The **Travel Express Report** will search for and display requests and vouchers. The **Audit Report** (PDF only) will search for requests or vouchers and display the approval history for them - who created them, who approved them, the status of the documents, dates, etc.

A **Travel Express Report** for **Vouchers** can be generated in PDF, TXT, or CSV file formats. A **Travel Express Report** for **Requests** can only be generated in PDF. PDF reports are formatted for printing, and you can select sort options on PDF reports so that the transactions are sorted by, for example, Traveler, Depart or Return dates, etc. Use the Status of a request or voucher to search for requests that have been **Removed** (deleted) or **Expired** (no voucher was created within 60 days of the return date on the request.)

CSV or TXT files can be formatted for printing in an application (e.g., MS Excel). Once reports are generated and saved, they can also be sorted or searched for specific information.

REQUEST OR VOUCHER REPORT

1. Select a **Document Type**, either **Request** or **Voucher**.
2. Select one or more criteria to create a report - the traveler's name (click **Browse** next to **Traveler**), the **Status** of the request or voucher (such as Draft, Pending Initial Approval(s), etc.), **Group**, **Destination**, departure or return dates. **Group** is simply a tag to help categorize the requests or vouchers and is set up by the Travel Express administrator.
 - a. If searching by **Depart Date** and/or **Return Date**:
 - To search for information from a given time period, enter or select start and end dates in the **Depart Date** fields or the **Return Date** fields. You do not have use both **Depart Date** and **Return Date**.
 - To find information for just one day, enter or select just one date in the start and end dates in the **Depart Date** fields or the **Return Date** fields.
 - b. If searching reports 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 Fiscal Coder, or an Auditor, the search will include everyone who has been added to the application.

Figure 4 - Travel Express Voucher Report query

The screenshot shows the 'Travel Express Report' query interface. At the top, there are radio buttons for 'Request' and 'Voucher', with 'Voucher' selected. Below this are input fields for 'Traveler' (with a 'Browse' link), 'Status' (a dropdown menu), and 'Group' (a dropdown menu). There is also a 'Home Station' field and a 'Purpose' field. The form is divided into 'Origin' and 'Destination' sections. The 'Origin' section has 'City' and 'State' (dropdown) fields. The 'Destination' section has 'City' and 'State' (dropdown) fields. Below these are date fields for 'Depart Date' and 'Return Date', each with 'Between' and 'And' options and calendar icons. A 'Sort Options' section contains a 'Sort by' dropdown menu with radio buttons for 'Traveler', 'Status', 'Group', 'Destination', 'Depart Date', and 'Return Date'. At the bottom, there are buttons for 'PDF Report', 'TXT Report', 'CSV Report', and 'Reset'.

UPDATED_DATE	TVLX_TC	TVLX_R
TVLX_REF_DOC	TVLX_REF_DOC_SUF	TVLX_BFY
TVLX_TRAN_AMT	TVLX_DMI	TVLX_DESC
TVLX_INDEX	TVLX_PCA	TVLX_EX_SUB
TVLX_EX_SUB_DTL	TVLX_GRANT	TVLX_GRANT_PHS
TVLX_PROJECT	TVLX_PROJECT_PHS	TVLX_BU
TVLX_FUND	TVLX_FUND_DTL	TVLX_SEC_DEPT
TVLX_SUB_ACCT	TVLX_MOD	TVLX_GAAP
TVLX_LOCATION	TVLX_FACILITY	TVLX_TASK
TVLX_MULTI		

PDF REPORT

Trk #	Traveler	Home
Group	Origin	City
ST	Expense Type	PCard
Allowed	Depart Date	Return Date
Destination	Pers Veh Lic	State Veh Lic
City	ST	BatchNo
Batch Date	Created By	Created Date
Status	Purpose	Comments
RefDoc-Sfx	BFY	Index
PCA	Mod	Desc
ExpSub-Dtl	Grant-Phs	Project-Phs
BU	Fund-Dtl	SecA
Subs	TC	R
DMI	GAAP	Location
Facility	Task	MPC
CI	PropNo-Cmp	

REQUEST AND VOUCHER STATUS MESSAGES

REQUEST STATUS MESSAGES

- A. **Draft or Pending Approval(s)** – a user can make changes to the various expenses (Per Diem, Travel Mode, Misc Exp, etc.) and comments, or can remove it.
- B. **Awaiting Voucher Creation** means the request is approved, but a voucher has not yet been created from it.
- C. **Pending Voucher(s)** means a voucher has been started from the request.

VOUCHER STATUS MESSAGES

- A. **Draft** – a user can make changes to the various expenses (Per Diem, Travel Mode, Misc Exp, etc.) and comments, or remove it.
- B. **Pending Approval(s)** must be opened in the Approver menu to approve a voucher.
- C. **Pending Fiscal Coding** - must be opened in the Fiscal Coder menu to code a voucher.
- D. **Mileage Only** vouchers in **Draft** status may display **Destination, Depart,** and **Return** information that seems to be incorrect, but will be correct in the actual voucher.