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<b>TRAVEL EXPRESS USER MANUAL.....</b>	<b>1</b>
<b>REPORTS: REQUEST AND VOUCHER DETAILS .....</b>	<b>1</b>
<b>INTRODUCTION .....</b>	<b>1</b>
<b>THE REPORT TAB .....</b>	<b>1</b>
<b>THE REPORTS MENU.....</b>	<b>3</b>
<b>REQUEST OR VOUCHER REPORT.....</b>	<b>4</b>
<b>VOUCHER REPORT FORMATS: PDF, CSV, OR TXT .....</b>	<b>6</b>
<b>CSV OR TXT REPORT .....</b>	<b>6</b>
<b>PDF REPORT .....</b>	<b>7</b>
<b>REQUEST AND VOUCHER STATUS MESSAGES .....</b>	<b>8</b>
<b>REQUEST STATUS MESSAGES .....</b>	<b>8</b>
<b>VOUCHER STATUS MESSAGES.....</b>	<b>8</b>

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# TRAVEL EXPRESS USER MANUAL

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## REPORTS: REQUEST AND VOUCHER DETAILS

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### 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

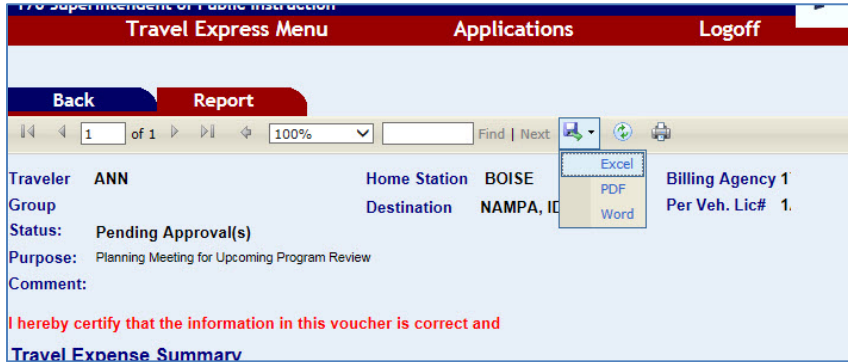
The **Report** tab is seen on the request or voucher that is open, whether creating a request or voucher, fiscal coding a request or voucher, or approving a request or voucher. The report can then be saved or printed in Excel, PDF, or Word format.

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**.

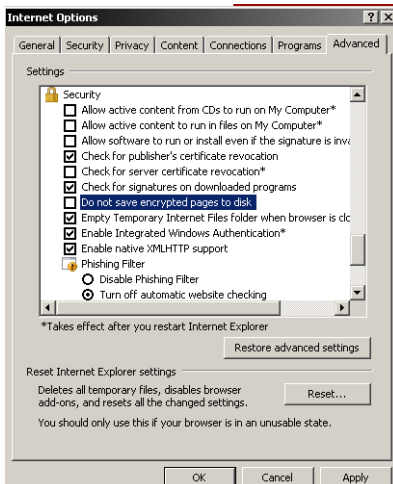
Figure 1 - Report tab



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**.

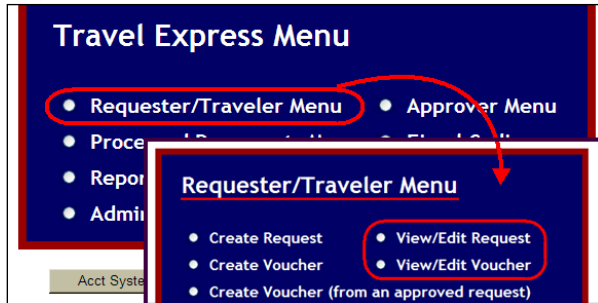
To view complete fiscal coding detail, use the **Reports Menu** described below.

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**.

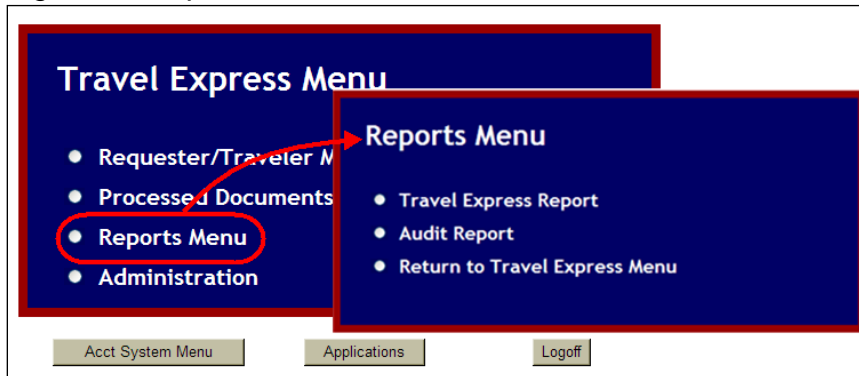
Figure 2 - View/Edit selections



## 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. There are also 'Depart Date' and 'Return Date' sections, each with 'Between' and 'And' date pickers. Below the date pickers is a 'Sort Options' section with a 'Sort by' dropdown menu and 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'.

Figure 5 - Travel Express Request query

**Travel Express Report**

Document Type  Request  Voucher

Traveler ---ALL TRAVELERS---  Status  Group

Home Station  Purpose

Origin  Destination  Depart Date  Return Date

City  City  Between  Between

State  State  And  And

Voucher

[Sort Options](#)

Sort by  Traveler  Status  Group  Destination  Depart Date  Return Date

3. For **Request** reports, if you click the **Voucher** check box, only requests that have been used on vouchers will be displayed with their associated voucher(s).
4. Select a sort option to sort the report by, e.g., Traveler, Status, Depart Date, etc.
5. Click **PDF Report**, **TXT Report**, or **CSV Report** to generate a report in the format desired. A **Travel Express Report** for **Requests** can only be generated in PDF. For TXT and CSV reports, you may be prompted to open or save the report. Click **Open** or **Save**.
6. The report will open in a new browser window. The traveler's name, comments, destination, fiscal coding, totals, etc. are displayed on the report. Print or save the report, then close the report's browser window. If the columns in a CSV or TXT report do not line up properly, it is likely due to hard returns in the **Comments** or **Purpose of Travel** fields in Travel Express.

Figure 6 - Voucher report example

Trk #	Traveler	Home	Group	Origin	Expense Type	PCard	Allowed
Depart Date	Return Date	Destination	Created By	Pers Veh Lic	State Veh Lic		
277	DONNA 11/20/2010 Draft	BOISE TAOS, NM	JAMES	BOISE, ID 09/01/2010			
					Meals	\$0.00	\$435.60
					Lodging	\$0.00	\$0.00
					Mileage	\$0.00	\$0.00
					Airfare	\$0.00	\$235.00
					<b>Total</b>	\$0.00	\$670.60
239	JAMES 08/27/2010 Pending Approval(s)	BOISE POCATELLO, ID	JAMES	BOISE, ID 08/12/2010			
					Meals	\$0.00	\$127.50
					Lodging	\$0.00	\$0.00
					Mileage	\$0.00	\$0.00
					Public	\$0.00	\$10.00
					Other Misc.	\$0.00	\$12.00
					<b>Total</b>	\$0.00	\$149.50
230	2011 1002 01010		5300		SCAA 0001		12.00
230	2011 2500 01020		5392	DSAREV	SCBA 0125		10.00
230	2011 2502 01020		5396		SCBA 0001		127.50
					<b>Total</b>		\$149.50

Figure 7 - Request Report example

Request Report										
Agency : 140 State Controller										
Depart_date_from: 8/1/2010 12:00:00 AM Return_date_from: 8/31/2010 12:00:00 AM										
Trk #	Traveler	Depart Date	Return Date	Home	Group	Origin	Expense Type	PCard	Allowed	
Status		Created By		State Veh Lic		Created				
239	CAROLYN	10/25/2010	10/28/2010	BOISE	CAROLYN	BOISE, ID				
Assailing Voucher Creation Visit the "Mouse"										
				ORLANDO, FL		TEST190				
						CAROLYN				
							Meals	\$0.00	\$168.30	
							Lodging	\$0.00	\$667.00	
							Mileage	\$0.00	\$20.20	
							Airfare	\$497.97	\$0.00	
							Public	\$0.00	\$180.00	
							Warrant	\$0.00	(\$200.00)	
							Paid by Other	\$0.00	(\$1,750.00)	
							<b>Total</b>	<b>\$497.97</b>	<b>(\$1,064.70)</b>	
189	CAROLYN	09/28/2010	10/1/2010	BOISE	CAROLYN	BOISE, ID				
Disapproved Needs more shoes										
				LOS ANGELES, CA		CAROLYN MILLER				
							Meals	\$0.00	\$168.30	
							Lodging	\$0.00	\$667.00	
							Mileage	\$0.00	\$0.00	
							Airfare	\$0.00	\$471.39	
							Public	\$0.00	\$15.00	
							<b>Total</b>	<b>\$0.00</b>	<b>\$1,271.69</b>	
148	CAROLYN	09/16/2010	09/16/2010	BOISE	TU-ANN	BOISE, ID				
Pending Voucher(s) TEST REQUEST RETURN COMMENTS AND VOUCHER RETURN COMMENTS										
				PHILADELPHIA, PA		CAROLYN				
							Meals	\$0.00	\$168.30	
							Lodging	\$0.00	\$667.00	
							Mileage	\$0.00	\$0.00	
							Airfare	\$0.00	\$514.81	
							Public	\$0.00	\$145.00	
							Other Misc	\$45.27	\$0.00	
							Paid by Other	\$0.00	(\$4,000.00)	
							<b>Total</b>	<b>\$45.27</b>	<b>(\$2,545.30)</b>	

Figure 8 - Request with associated voucher report

Request/Voucher Report												
Agency : 280 Department of Insurance												
Traveler: MCBRIDE, GINA												
Req Trk #	Traveler	Depart Date	Return Date	Home	Destination	Group	Origin	State Veh Lic	BatchNo	Batch Date	Total	
Status		Created By		Purpose		Created						
656	GINA MCBRIDE	09/12/2011	09/14/2011	BOISE	SALT LAKE CITY, UT		BOISE, ID		208	10/5/2011	\$191.90	
Vouchers Complete Will be driving a state vehicle Attend Utah Association of ...												
							GINA MCBRIDE	07/18/2011				
							Meals	\$0.00				
							Lodging	\$0.00				
							Mileage	\$0.00				
							Airfare	\$0.00				
							Public	\$0.00				
							Other Misc	\$45.27				
							Paid by Other	\$0.00				
							<b>Total</b>	<b>\$0.00</b>				
							Meals	\$0.00				\$164.70
							Lodging	\$0.00				\$222.94
							Mileage	\$0.00				\$154.70
							Other Misc	\$0.00				\$15.00
							<b>Total</b>	<b>\$0.00</b>				<b>\$557.34</b>

## VOUCHER REPORT FORMATS: PDF, CSV, OR TXT

PDF reports have some fields that CSV and TXT reports do not, and vice-versa. CSV and TXT reports have the same fields. The shaded cells in the tables below are the fields that the reports have in common. Non-shaded fields are unique to that report.

### CSV OR TXT REPORT

VOUCHER_KEY	REQUEST_KEY	VOUCHER_ID
HOME	PURPOSE	AGENCY_GROUP
VENDOR_USERNAME	VENDOR_SFX	BILL_AGENCY
DEPART_TIME	RETURN_DATE	DESTINATION
DEPART_DATE	ORIGIN	RETURN_TIME
STATEVEHLIC	PRSNLVEHLIC	STRSTATUS
COMMENTS	CREATED_USERNAME	CREATED_USER_AGENCY
CREATED_DATE	UPDATED_USERNAME	UPDATED_USER_AGENCY

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	



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## 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.