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<b>SPLIT OR DISTRIBUTE EXPENSES FOR FISCAL CODING .....</b>	<b>1</b>

# TRAVEL EXPRESS USER MANUAL

## SPLIT OR DISTRIBUTE EXPENSES FOR FISCAL CODING

You can distribute or split voucher expenses in order to pay reimbursements from different funding sources. You do this by creating multiple transaction rows, and then code each row independently.

1. You can do either of the following:
2. Click **Add Row**. This will create a new row with no fiscal coding filled in.
3. Click **Dup** next to a transaction row. This will create a duplicate of that row and copy all of the fiscal coding of that row into the new, duplicate row.

Figure 1 - Add Row

The screenshot shows the 'Voucher Audit Trail' interface. At the top, there is a dropdown menu labeled 'I want to: ---Choose One---' and a 'Submit' button. Below this is a 'Comments:' text area. A red error message states: 'Not all required fields have been completed.' Below the error message is an 'Add Row' button. The main part of the interface is a table with the following columns: TC\*, R, Ref Doc\*, Sfx, BFY, Amt, DMI, Desc, PCA\*, Index\*, ExpSub\*, and Dtl. The table contains two rows: 'Del Dup 230' with Amt \$43.16 and Desc 'CELL PHONE REIMBURSEM', and 'Del Dup 230' with Amt 0.00. Below the table is a 'Save' button, a 'Cancel' button, and a 'Total Amount: \$43.16' label.

Figure 1 - Duplicate row

The screenshot shows the 'Voucher Audit Trail' interface. At the top, there is a dropdown menu labeled 'I want to: ---Choose One---' and a 'Submit' button. Below this is a 'Comments:' text area. The main part of the interface is a table with the following columns: TC\*, R, Ref Doc\*, Sfx, BFY, Amt, DMI, Desc, Index\*, PCA\*, ExpSub\*, and Dtl. The table contains three rows: 'Del Dup 230' with Amt \$232.81 and Desc 'Congressional. meeting #1 #2', 'Del Dup 230' with Amt 30.00 and Desc 'Congressional. meeting #1 #2', and 'Add Row' with Amt \$262.81. The 'Dup' button next to the first row is circled in red.

- a. If you choose **Dup**, to duplicate a row, a new view will be displayed showing the dollar amount of the row you have selected and an area for you to enter the amount you want to enter on the new, duplicated row. Enter the amount for the new row, and then click **OK**.

Figure 2 - Amount for new row

I want to:  Comments:

Selected row amount: \$

Amount for new row: \$

- b. The amount you enter for the new row will be automatically deducted from the amount on the original row. You can then change just those fiscal codes that you need to (e.g. PCA). If you enter different PCAs on these rows, whoever approves the voucher must be able to approve all of the PCAs on the voucher.

Figure 3 - Split rows

I want to:  Comments:

TC*	R	Ref Doc*	Sfx	BFY	Amt	DMI	Desc	Index*	PCA*	ExpSub*	Dtl
Del Dup	230			2010	\$132.81		Congressional. meeting #1 #2	2702	01020	5365	
Del Dup	230			2010	30.00		Congressional. meeting #1 #2	2702	01020	5396	
Del Dup	230			2010	100.00		Congressional. meeting #1 #2	2702	01020	5365	
Add Row					\$262.81						

If you are splitting P-Card Advance rows (TC 221) and the corresponding expenses rows (221 R):

1. Click **Dup** next to the 221 line.
2. Enter the **Amount for new row** and use a negative sign (or minus sign).
3. Click **OK**. You will now have 2 rows with 221 transaction codes with negative amounts. You can then code the separate lines as needed.
4. Click **Dup** next to the appropriate 221 R line (the expenses). In some cases the advance may be cover more than once expense. For example, a \$100 advance would be applied to a \$65 meal expense, and the balance would be automatically applied to lodging or mileage expenses.
5. Enter the **Amount for new row** and use a positive amount.
6. Click **OK**. You will now have 2 rows with 221 R transaction codes with positive amounts. You can then code the separate lines as needed to correspond to the 221 P-Card advance rows.