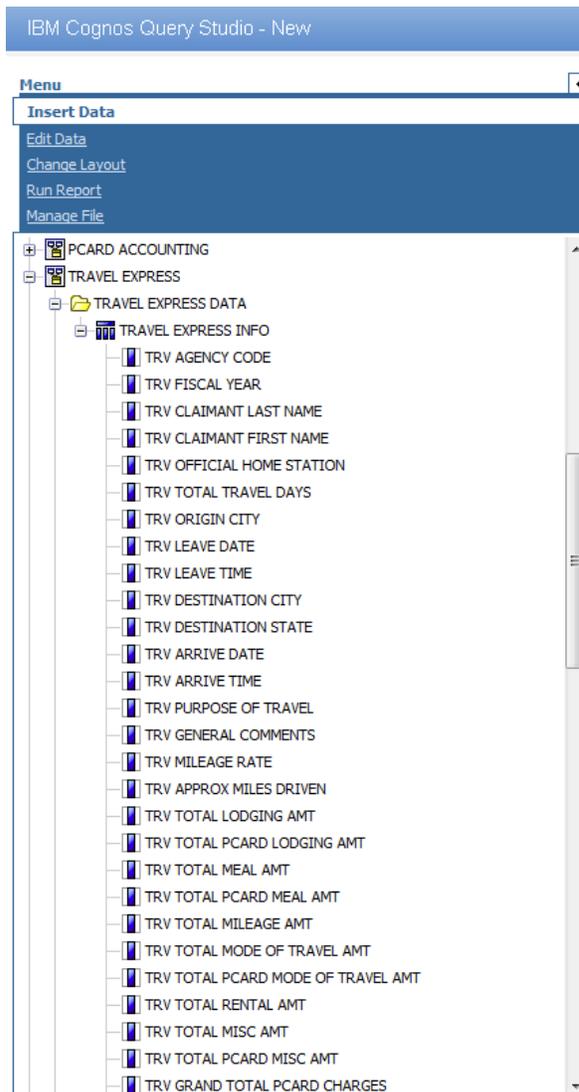

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TRAVEL EXPRESS USER MANUAL

IBIS REPORTS

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

Travel Advance reports are available in the State of Idaho Public folder. Detailed Travel Express information is available in Query Studio, shown below.



- TRV PCARD ADVANCE
- TRV ROTARY ADVANCE
- TRV TOTAL DUE TO EMPLOYEE
- TRV CURRENT APPROVER
- TRV FISCAL PERSON
- TRV AUDIT TRAIL
- TRV BATCH DATE
- TRV BATCH NUMBER
- TRV DOCUMENT NUMBER
- STARS DATA
- TRAVEL EXPRESS HISTORY
 - TRAVEL EXPRESS HISTORY INFO
 - TRV AGENCY CODE
 - TRV FISCAL YEAR
 - TRV CLAIMANT LAST NAME
 - TRV CLAIMANT FIRST NAME
 - TRV OFFICIAL HOME STATION
 - TRV TOTAL TRAVEL DAYS
 - TRV ORIGIN CITY
 - TRV LEAVE DATE
 - TRV LEAVE TIME
 - TRV DESTINATION CITY
 - TRV DESTINATION STATE
 - TRV ARRIVE DATE
 - TRV ARRIVE TIME
 - TRV PURPOSE OF TRAVEL
 - TRV GENERAL COMMENTS
 - TRV MILEAGE RATE
 - TRV APPROX MILES DRIVEN
 - TRV TOTAL LODGING AMT
 - TRV TOTAL PCARD LODGING AMT
 - TRV TOTAL MEAL AMT
 - TRV TOTAL MILEAGE AMT
 - TRV TOTAL MODE OF TRAVEL AMT
 - TRV TOTAL PCARD MODE OF TRAVEL AMT
 - TRV TOTAL RENTAL AMT
 - TRV TOTAL MISC AMT
 - TRV TOTAL PCARD MISC AMT
 - TRV GRAND TOTAL PCARD CHARGES
 - TRV PCARD ADVANCE
 - TRV ROTARY ADVANCE
 - TRV TOTAL DUE TO EMPLOYEE
 - TRV CURRENT APPROVER
 - TRV FISCAL PERSON
 - TRV AUDIT TRAIL
 - TRV BATCH DATE
 - TRV BATCH NUMBER
 - TRV DOCUMENT NUMBER