

Creating Vouchers

Vouchers allows you to submit your travel expenses for reimbursement.

You can create vouchers in the following situations:

- During your long-term travel, or when your travel is complete (incremental or final voucher)
- After your final voucher has been approved (supplemental voucher)

See *UG40* – *Creating Vouchers* for more detailed information on this process.

Process Overview

 Click the Create Voucher link on your To Do List, or access the Trip Dashboard by clicking the Show link for the trip on the Trips tab, and then clicking Create Voucher. This displays the voucher's Basic Information page.



Figure 1: To Do List – Create Voucher link

- 2. Complete each workflow step. Required fields are marked with an asterisk.
- 3. Review the voucher from the Summary step. When you are satisfied, click **Send to Approver**.

Basic Information Workflow Step

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Figure 2: Voucher Basic Information page

- 1. Enter or select the voucher cut-off date (i.e., **End Date** field, last day for expenses on this voucher).
- Indicate if this is the last voucher for your trip (i.e., For this trip this is the drop-down list).
- 3. Click Save and Next Step.

Expenses Workflow Step

Vouchers automatically include certain estimated expenses from the authorization.

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Figure 3: Voucher Expenses page

 Review the expenses and make "Pay To" selections.

- Click the **Modify** link to make changes.
- Click the Add New Expense link to add an expense.
- Click the **Copy** link to copy an expense to another date.
- Click the **Delete** link to delete an expense.
- 2. Click Next Step.

Accounting Workflow Step

When you created the authorization, your Funds Manager allocated funds to cover the trip's total estimated expenses. Click **Save and Next Step** to move to the next step in the workflow. If a warning message displays, click **Save and Next Step** again.

Step 3 : Voucher Accounting u					
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Figure 4: Voucher Accounting page

Liquidations Workflow Step

The Liquidations step appears if you received a travel advance. Advances must be liquidated.

Final Voucher

If this is a final voucher, E2 automatically calculate the maximum amount available for liquidations. Click **Next Step** to continue.

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Figure 5: Voucher Liquidations page

Incremental Voucher

If this is an incremental voucher:

- 1. Enter the Advance Amount to Liquidate. The maximum value is the lesser of the Advance Amount Outstanding and Pay to Traveler Expenses fields.
- 2. Click Save and Next Step.

Summary Workflow Step

Step 4: Voucher Summary	
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Figure 6: Voucher Summary page

- 1. Review the voucher and make sure your entries are accurate.
 - Click the Edit Details link in any panel header to return to that workflow step and make changes.
 - The Travel Policy Justifications, Travel Policy Warnings, and City Pair Information sections are informational only. These sections reflect information and selections made from the authorization.
 - The Audit Warnings section is an optional section that appears if the voucher may be a candidate for audit. This section lists the reasons the voucher may be selected for audit.
- 2. When you are satisfied, click **Send to Approver**. This displays a Confirm Action window.

- 3. Read the voucher acceptance policy. When you submit the voucher, this acceptance is logged and becomes part of the trip history.
- 4. Click Confirm.

You will receive email notifications as your voucher moves through the approval process, and when it receives final approval for payment.

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