



## 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

1. 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.

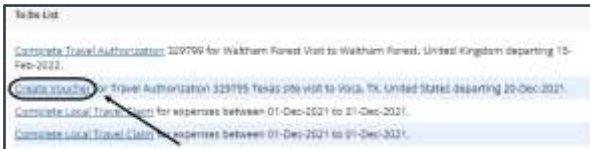


Figure 1: To Do List – Create Voucher link

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



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).
2. 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.

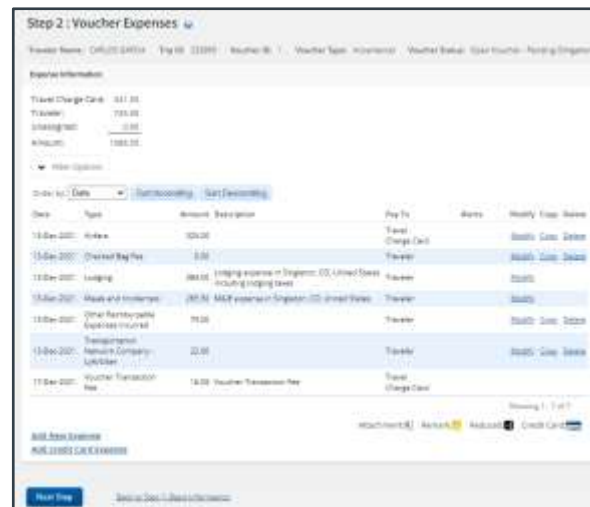


Figure 3: Voucher Expenses page

1. 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.



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.

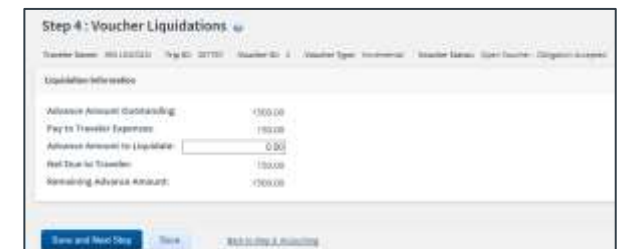


Figure 5: Voucher Liquidations page

## 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**.

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.

## Summary Workflow Step



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.

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