



Managing Voucher Expenses After Amending an Authorization

If you have an "in progress" voucher (i.e., a voucher with an *Open* or *Revised* status) at the time you amend an authorization, the amendment process deletes that voucher. For many users, this has no impact. Some users, however, may have already entered or modified "transportation and other" (T&O) expenses on the in-progress voucher prior to choosing to amend the authorization.

After the authorization amendment reaches final approval and you create a new voucher for the trip, this feature allows you to choose:

- **Use Only Approved Amendment Expenses** – Select this option to use standard expense mapping to move unclaimed estimated T&O expenses from the amended authorization to the new voucher
- **Use Only Pre Amendment Voucher Expenses** – Select this option to use only T&O expenses from the in-progress voucher (that was deleted by the amendment process) on the new voucher, including associated remarks and attachments. No estimated T&O expenses from the amended authorization are mapped to the new voucher.

NOTE: This feature is only available if the authorization amendment process deleted an in-progress voucher. It does not impact lodging, meals or incidentals, or transportation expenses derived from the reservation.

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 click **Create Voucher**. This displays the Basic Information page.

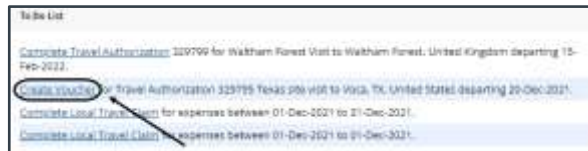


Figure 1: To Do List – Create Voucher link

2. Enter or select the voucher cut-off date (i.e., the last date for expenses on this voucher) in the **End Date** field.
3. Select one of the following options from the **Transportation and Other Expenses** drop-down list:
 - **Use Only Approved Amendment Expenses** – Normal expense mapping
 - **Use Only Pre Amendment Voucher Expenses** – Use only the T&O expenses entered on the voucher deleted by the amendment process

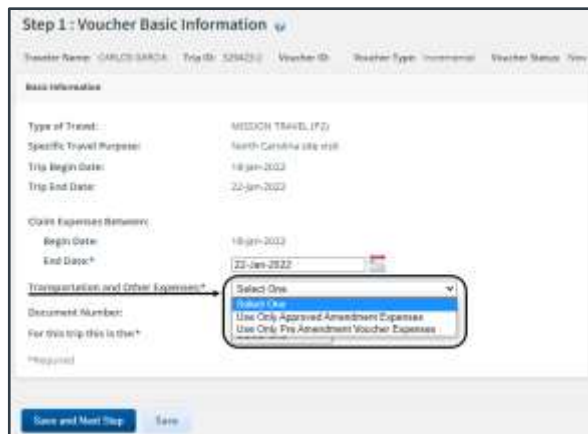


Figure 2: Voucher Basic Information — Transportation and Other Expenses field

4. Use the **For this trip this is the** drop-down list to indicate whether this is the last voucher for your trip.
5. Click **Save and Next Step**.

Expenses

Vouchers automatically include certain estimated expenses from the authorization.

TIP: If you choose to use only T&O expenses entered on the voucher deleted by the authorization amendment process for this voucher, review all expense details to ensure they are still accurate. Review the list also for any duplicates.

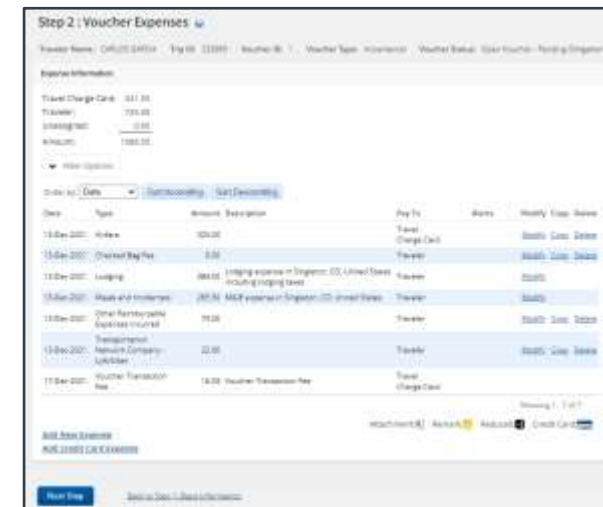


Figure 3: Voucher Expenses page

1. Review the expenses and make the necessary "Pay To" selections.
 - Click the **Modify** link to make changes to an expense.
 - 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

The accounting information entered to fund the trip displays. Click **Save and Next Step** to move to the next workflow step. If a warning message displays, click **Save and Next Step** again.



Figure 4: Voucher Accounting page

Liquidations

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

Final Vouchers

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

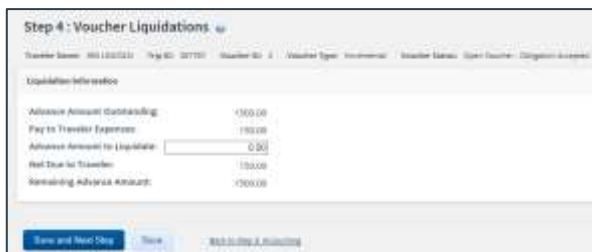


Figure 5: Voucher Liquidations page

Incremental Vouchers

If this is an incremental voucher:

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

Summary

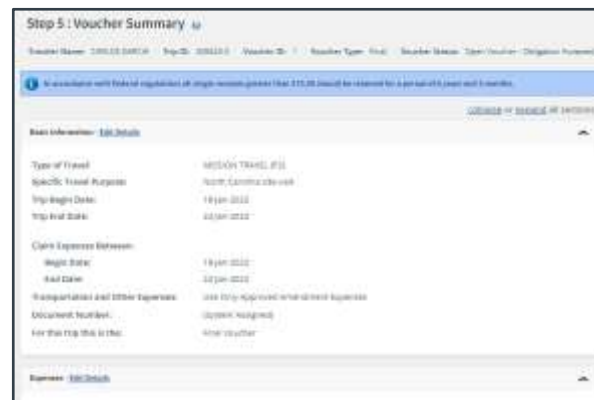


Figure 6: Voucher Summary page (partial)

1. Review the voucher and ensure 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.

Release 22.1 – February 2022

E2 Solutions is a trademark of CWT. All other marks are the property of their respective owners.

© 2022 CWT. All rights reserved.