

**ETS Guide:  
Travel Voucher for  
General Unit Funded TDY**

At a Glance

**Trips**

You can also locate your Authorization by clicking "Trips" then "Create Voucher" for the approved Authorization

## Start a Travel Document

What would you like to do today?

Make Reservations

Go

## To Do List

[Create Voucher](#) for Travel Authorization AIRSTA Port Angeles - Clinic coverage to Seattle, WA, United States departing 07-Nov-2021.

## Bulletins

No urgent bulletins found.

## Pending Approvals

No pending approvals found.

## Additional Notices

No additional notices found.

[Make this my default page](#)



[Privacy Policy](#)

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1 Basic Information

2 Expenses

3 Accounting

4 Summary

Extras

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Printable Profile

## Step 1 : Voucher Basic Information ?

Traveler Name: Trip ID: Voucher ID: Voucher Type: Incremental Voucher Status: New

### Basic Information

Type of Travel: MISSION TRAVEL  
Specific Travel Purpose: AIRSTA Port Angeles - Clinic coverage  
Trip Begin Date: 07-Nov-2021  
Trip End Date: 18-Nov-2021

#### Claim Expenses Between:

Begin Date: 07-Nov-2021

End Date:\*

18-Nov-2021



Verify/Enter travel "End Date"

Document Number: (System Assigned)

For this trip this is the:\*

Select One

- Select One
- Final Voucher
- Not Final Voucher

\*Required

Select "Final Voucher" from the drop down

Save and Next Step

Save



Click "Save and Next Step"

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Other Actions

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Compact Printable Voucher

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Daily Expenses Summary

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Create Trip Template

Delete Voucher

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## Step 2 : Voucher Expenses ?

Traveler Name:

Trip ID:

Voucher ID: 1

Voucher Type: Final

Voucher Status: Open Voucher - Obligation Accepted

✔ Basic Information has been successfully updated.

### Expense Information

**On this page you will Add/Modify all of your reimbursable expenses**

Travel Charge Card: 25.40

Traveler: 1017.81

Unassigned: 0.00

Amount: 1043.21

▼ *Filter Options*

Order by:

Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete
07-Nov-2021	Airfare	166.81	Commercial Plane expense generated from Confirmation Number: TMEXAS	Traveler		<a href="#">Modify</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
07-Nov-2021	Lodging	0.00	Lodging expense in Port Angeles, WA, United States including lodging taxes			<a href="#">Modify</a>		
07-Nov-2021	Meals and Incidentals	851.00	M&IE expense in Port Angeles, WA, United States					
07-Nov-2021	TMC Fee (Online with Air or Rail)	9.35	TMC Fee expense generated from Confirmation Number: TMEXAS					
18-Nov-2021	Voucher Transaction Fee	16.05	Voucher Transaction Fee	Travel Charge Card				

**First select "Modify" on Lodging Expense to enter daily lodging amounts**

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Attachment: Remark: Reduced: Credit Card:

[Add New Expense](#)

[Add Credit Card Expense](#)

[Next Step](#)

[Back to Step 1: Basic Information](#)

Other Actions

Remarks

Attachments

Printable Voucher

Compact Printable Vouch

View Cost Variance Summary

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### Lodging Expenses

Filter Options

Apply to All Displayed Expenses

Site: Port Angeles, WA, United States

Lodging Site: Port Angeles, WA, United States

Order by: Date

Sort Ascending

Sort Descending

Date	Reimbursement Type	Per Diem Rate	Amount	Authorized	Lodging Tax	Pay To	Day Off	Shared	Notes	Alerts
07-Nov-2021	Per Diem	104.00	0.00	104.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
08-Nov-2021	Per Diem	104.00	0.00	104.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
09-Nov-2021	Per Diem	104.00	0.00	104.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
10-Nov-2021	Per Diem	104.00	0.00	104.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
11-Nov-2021	Per Diem	104.00	0.00	104.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
12-Nov-2021	Per Diem	104.00	0.00	104.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
13-Nov-2021	Per Diem	104.00	0.00	104.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
14-Nov-2021	Per Diem	104.00	0.00	104.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		

Save and Close

Save

Exit Window

**IF** the daily cost of lodging and taxes are the **same** every day click "Apply to All Displayed Expenses"

**IF** the daily cost of lodging and taxes **change** throughout your trip you can enter each day individually (*see slide 6*)

Modify Copy Delete

Modify Copy Delete

Modify

Modify

Modify Copy Delete

Showing 1 - 5 of 5

Credit Card:

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### Lodging Expenses

**If the daily lodging rate and taxes are the same every day of trip**

Apply to All Displayed Expenses

Lodging Amount:	<input type="text" value="95.00"/>
Lodging Tax:	<input type="text" value="10.26"/>
Pay To:	<input type="text" value="No Change"/>
Official Day Off:	<input type="text" value="No Change"/>
Shared:	<input type="text" value="No Change"/>

**1. Enter the daily lodging rate and daily lodging tax in the boxes**

Filter Options

Apply to Displayed

**2. Click "Apply to Displayed" to apply the above lodging amounts to each day of trip**

Site:  Save lodging expenses to enable site selection.

Lodging Site: Port Angeles, WA, United States

Order by:

Date	Reimbursement Type	Per Diem Rate	Amount	Authorized	Lodging Tax	Pay To	Day Off	Shared	Notes	Alerts
------	--------------------	---------------	--------	------------	-------------	--------	---------	--------	-------	--------

Save and Close

**3. Click "Save and Close"**

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## Step 2 : Voucher Expenses ?

### If the daily lodging rate and taxes change throughout the trip

#### Lodging Expenses

Order by:

Date	Reimbursement Type	Per Diem Rate	Amount	Authorized	Lodging Tax	Pay To	Day Off	Shared	Notes	Alerts
07-Nov-2021	Per Diem	104.00	<input type="text" value="95.00"/>	104.00	<input type="text" value="10.26"/>	Traveler <input type="button" value="v"/>	<input type="checkbox"/>	<input type="checkbox"/>		
08-Nov-2021	Per Diem	104.00	<input type="text" value="95.00"/>	104.00	<input type="text" value="10.26"/>	Traveler <input type="button" value="v"/>	<input type="checkbox"/>	<input type="checkbox"/>		
09-Nov-2021	Per Diem	104.00	<input type="text" value="95.00"/>	104.00	<input type="text" value="10.26"/>	Traveler <input type="button" value="v"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10-Nov-2021	Per Diem	104.00	<input type="text" value="95.00"/>	104.00	<input type="text" value="10.26"/>	Traveler <input type="button" value="v"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11-Nov-2021	Per Diem	104.00	<input type="text" value="104.00"/>	104.00	<input type="text" value="13.50"/>	Traveler <input type="button" value="v"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12-Nov-2021	Per Diem	104.00	<input type="text" value="104.00"/>	104.00	<input type="text" value="13.50"/>	Traveler <input type="button" value="v"/>	<input type="checkbox"/>	<input type="checkbox"/>		
13-Nov-2021	Per Diem	104.00	<input type="text" value="95.00"/>	104.00	<input type="text" value="10.26"/>	Traveler <input type="button" value="v"/>	<input type="checkbox"/>	<input type="checkbox"/>		
16-Nov-2021	Per Diem	104.00	<input type="text" value="95.00"/>	104.00	<input type="text" value="10.26"/>	Traveler <input type="button" value="v"/>	<input type="checkbox"/>	<input type="checkbox"/>		
17-Nov-2021	Per Diem	104.00	<input type="text" value="95.00"/>	104.00	<input type="text" value="10.26"/>	Traveler <input type="button" value="v"/>	<input type="checkbox"/>	<input type="checkbox"/>		
18-Nov-2021	Per Diem	104.00	<input type="text" value="0.00"/>	0.00	<input type="text" value="0.00"/>		<input type="checkbox"/>	No		
Running Totals:			1063.00		109.08					

**It is common for hotel rates to change depending on the day especially on Fridays and Saturdays. If your rates change you can add the amounts individually by day**

Save and Close



Click "Save and Close"


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## Step 2 : Voucher Expenses

Traveler Name:                      Trip ID:                      Voucher ID: 1    Voucher Type: Final    Voucher Status: Open Voucher - Obligation Accepted

### Expense Information





Travel Charge Card: 25.40  
Traveler: 2175.67  
Unassigned: 0.00  
Amount: 2201.07

 *Filter Options*

Order by:

Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete
07-Nov-2021	Airfare	166.81	Commercial Plane expense generated from Confirmation Number: TMEXAS	Traveler		<a href="#">Modify</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
07-Nov-2021	Lodging	1157.86	Lodging expense in Port Angeles, WA, United States including lodging taxes	Traveler		<a href="#">Modify</a>		
07-Nov-2021	Meals and Incidentals	851.00	M&IE expense in Port Angeles, WA, United States	Traveler		<a href="#">Modify</a>		
07-Nov-2021	TMC Fee (Online with Air or Rail)	9.35	TMC Fee expense generated from Confirmation Number: TMEXAS	Travel Charge Card		<a href="#">Modify</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
18-Nov-2021	Voucher Transaction Fee	16.05	Voucher Transaction Fee	Travel Charge Card				

Showing 1 - 5 of 5

Attachment:  Remark:  Reduced:  Credit Card: 

[Add New Expense](#)

To add other expenses (rental car, fuel, etc.) click "Add New Expense"

[Add Credit Card Expense](#)

**Next Step**



If all your authorized expenses are added click "Next Step" and continue to slide 10



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## Step 2 : Voucher Expenses

Traveler

Expense

Travel

Traveler

Unassi

Amount

▼ F

Order

Date

07-Nov

07-Nov

07-Nov

07-Nov

18-Nov

[Add N](#)

[Add Cr](#)

### Add New Expense

Date of Expense:\*

07-Nov-2021

Enter the date of the Expense

Expense:\*

Rental Car

Select the type of expense from the drop down

Amount:\*

541.21

Enter the total Amount of the expense

Description:

Pay To:\*

Traveler

Remark:

[Add an Optional Remark](#)

Receipt:

RENTAL CAR.pdf

[Show](#)

[Delete](#)

Add your receipt for all expenses \$75.00 or more

Site of Expense:

07-Nov-2021 Seattle, WA, United States

Select the location of the expense

To add another expense click "Save and New" and repeat until all expenses have been added



Save and New

Save and Close

If you are done click "Save and Close"

Alerts

Modify Copy Delete

[Modify](#) [Copy](#) [Delete](#)

[Modify](#)

[Modify](#)

[Modify](#) [Copy](#) [Delete](#)

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Reduced: -\$

Credit Card: 

Next Step

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Other Actions

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- Compact Printable Voucher
- View Cost Variance Summary
- Daily Expenses Summary
- Itinerary
- Trip History
- View Routing History
- Override Pay To
- Extras
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  - Create Trip Template
  - Delete Voucher
  - Printable Profile

## Step 2 : Voucher Expenses

Traveler Name:  Trip ID:  Voucher ID: 1 Voucher Type: Final Voucher Status: Open Voucher - Obligation Accepted

### Expense Information

Travel Charge Card: 25.40  
Traveler: 2790.08  
Unassigned: 0.00  
Amount: 2815.48

Filter Options

Order by:

**Double check that all expenses have been added and the amounts are correct**

Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete
07-Nov-2021	Airfare	166.81	Commercial Plane expense generated from Confirmation Number: TMEXAS	Traveler		<a href="#">Modify</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
07-Nov-2021	Lodging	1157.86	Lodging expense in Port Angeles, WA, United States including lodging taxes	Traveler		<a href="#">Modify</a>		
07-Nov-2021	Meals and Incidentals	851.00	M&IE expense in Port Angeles, WA, United States	Traveler		<a href="#">Modify</a>		
07-Nov-2021	Rental Car	541.21		Traveler		<a href="#">Modify</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
07-Nov-2021	TMC Fee (Online with Air or Rail)	9.35	TMC Fee expense generated from Confirmation Number: TMEXAS	Travel Charge Card		<a href="#">Modify</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
11-Nov-2021	Fuel	36.90		Traveler		<a href="#">Modify</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
14-Nov-2021	Fuel	30.05		Traveler		<a href="#">Modify</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
18-Nov-2021	Highway/Bridge Toll	6.25		Traveler		<a href="#">Modify</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
18-Nov-2021	Voucher Transaction Fee	16.05	Voucher Transaction Fee	Travel Charge Card				

Showing 1 - 9 of 9

Attachment: Remark: Reduced: Credit Card:

[Add New Expense](#)  
[Add Credit Card Expense](#)

[Next Step](#)



**If all your authorized expenses are added click "Next Step"**

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### Step 3 : Voucher Accounting

Traveler Name:  Trip ID:  Voucher ID: 1 Voucher Type: Final Voucher Status: Open Voucher - Obligation Accepted

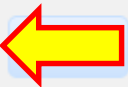
#### Accounting

Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated	Add to Favorites	Delete
	<a href="#">UCGIOH0PHS\22MMPHS\47930 HSWL SC - OPERATIONAL MED...</a>	\$2593.01	\$ 2815.48	100.00%	<a href="#">Add</a>	<a href="#">Delete</a>
		Total:	\$2815.48	100.00%		
		Remaining amount to be allocated:	\$0.00			

**Ensure the Amount and Percent Allocated are correct**

**It is common for the Obligated Balance and the Amount Allocated to be different don't worry about this unless something you listed is not authorized**

[Save and Next Step](#)



**Click "Save and Next Step"**

- #### Other Actions
- Remarks
  - Attachments
  - Printable Voucher
  - Compact Printable Voucher
  - View Cost Variance Summary
  - Daily Expenses Summary
  - Itinerary
  - Trip History
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- #### Extras
- Trips List
  - Create Trip Template
  - Delete Voucher
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4 **Summary**

## Step 4 : Voucher Summary

Traveler Name:  Trip ID:  Voucher ID: 1 Voucher Type: Final Voucher Status: Open Voucher - Obligation Accepted

 In accordance with Federal regulations all single receipts greater than \$75.00 should be retained for a period of 6 years and 3 months.

### Other Actions

Remarks

**Attachments**

Printable Voucher

Compact Printable Voucher

View Cost Variance  
Summary

Daily Expenses Summary

Itinerary

Trip History

View Routing History

Override Pay To

### Extras

Trips List

Create Trip Template

Delete Voucher

Printable Profile

[collapse](#) or [expand](#) all sections

**Click "Attachments" to verify and ensure ALL receipts for items \$75.00 or over are added**

Type of Travel: MISSION TRAVEL  
Specific Travel Purpose: AIRSTA Port Angeles - Clinic coverage  
Trip Begin Date: 07-Nov-2021  
Trip End Date: 18-Nov-2021  
Claim Expenses Between:  
    Begin Date: 07-Nov-2021  
    End Date: 18-Nov-2021  
Document Number: (System Assigned)  
For this trip this is the: Final Voucher

### Expenses - [Edit Details](#)

Travel Charge Card: 25.40  
Traveler: 2790.08  
Unassigned: 0.00  
Amount: 2815.48

Order by:

Date	Type	Amount	Description	Pay To	Alerts	Show
07-Nov-2021	Airfare	166.81	Commercial Plane expense generated from Confirmation Number: TMEXAS	Traveler		<a href="#">Show</a>
07-Nov-2021	Lodging	1157.86	Lodging expense in Port Angeles, WA, United States including lodging taxes	Traveler		<a href="#">Show</a>

- 1 Basic Information
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## Step 4 : Voucher Summary

Traveler Name:  Trip ID:  Voucher ID: 1 Voucher Type: Final Voucher Status: Open Voucher - Obligation Accepted

**i** In accordance with Federal regulations all single receipts greater than \$75.00 should be retained for a period of 6 years and 3 months.

- Other Actions
- Remarks
- Attachments
- Printable Voucher
- Compact Printable Voucher
- View Cost Variance Summary
- Daily Expenses Summary
- Itinerary
- Trip History
- View Routing History
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- Delete Voucher
- Printable Profile

[collapse](#) or [expand](#) all sections

### Basic Information - [Edit Details](#)

Type of Travel:  
Specific Travel Pur:  
Trip Begin Date:  
Trip End Date:  
Claim Expenses Be:  
Begin Date:  
End Date:  
Document Number:  
For this trip this is

#### Trip-Level Attachments

Never include private or sensitive information, such as social security, credit card or bank account

**MAKE SURE DOC IS SUCCESSFULLY UPLOADED BEFORE YOU EXIT**

**LODGING.pdf** was successfully uploaded.

#### Add New Attachment

[Add Attachment](#)

**Click "Add Attachment" to attach documents**

Size Limit: 10 Megabytes - Allowed Types:  
PDF,JPG,JPEG,GIF,TIFF,TIF,PNG,BMP,XLS,XLSX,DOC,DOCX,TXT

File Name	Date Attached	Attached By	Show	Delete
CG_2070 PORTANGELES 20211107-18.pdf	04-Nov-2021 09:05:42 AM CDT		<a href="#">Show</a>	
Authorization Financial System Transaction Record	04-Nov-2021 03:36:55 PM CDT	E2 Solutions	<a href="#">Show</a>	
Authorization Financial System	06-Jan-2022 06:46:29 PM			

[Exit Window](#)

**Click "Exit Window" after documents are successfully uploaded**

### Expenses - [Edit Details](#)

Travel Charge Card  
Traveler:  
Unassigned:  
Amount:

Order by:  Date

Date Type  
07-Nov-2021 Airfa  
07-Nov-2021 Lodging

1157.86 Lodging expense in Port Angeles, WA, United States including lodging taxes Traveler

Alerts Show  
Show  
Show

Receipts and Attachments - [Edit Details](#)

Trip Attachments - Trip ID:

Uploaded By

E2 Solutions

E2 Solutions

**Scroll through "Summary" to verify entire voucher is true and accurate**

[Show](#)

[Show](#)

[Show](#)

[Show](#)

Trip Attachments - Trip ID:

Uploaded By

Date Submitted

File Name

[Show](#)

07-Jan-2022 2:25:55 PM CST

LODGING.pdf

[Show](#)

Expense Receipts - 07-Nov-2021 of type: Rental Car for \$541.21 USD

Uploaded By

Date Submitted

File Name

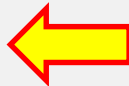
[Show](#)

07-Jan-2022 2:16:31 PM CST

RENTAL CAR.pdf

[Show](#)

Send to Approver




Click "Send to Approver"

## Trip Dashboard


Traveler Name:

Trip ID:

 Voucher has been successfully sent to approver.

[collapse](#) or [expand](#) all sections

### Authorizations

Begin Date	End Date	ID	Total Amount	Status	State	Show	Delete
07-Nov-2021	18-Nov-2021		\$2593.01	Approved - Obligation Accepted		<a href="#">Show</a>	

[Amend Authorization](#)

### Vouchers

Cut Off Date	Doc Num	ID	Type	Amount	Status	State	Show	Delete
18-Nov-2021		1	Final	\$2815.48	Pending Approval		<a href="#">Show</a>	

[Create Voucher](#)

### Advances

Once completed you will be automatically redirected to the "Trip Dashboard"