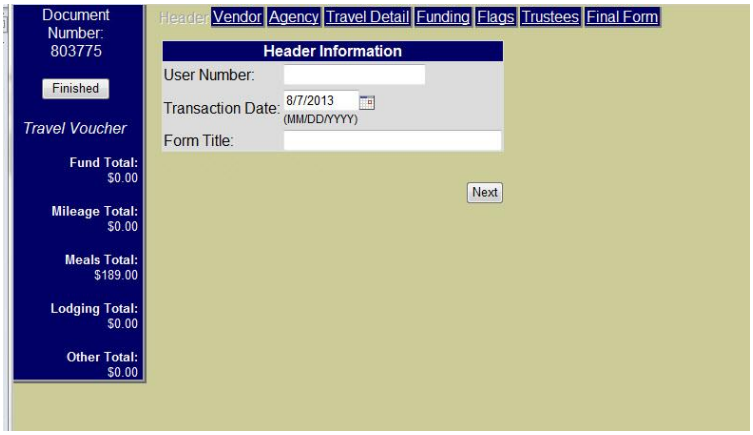
Creating a Travel Voucher (eForms)- All travel 1/1/16 and later

- **Main Page:**

  Within eForms, select Accounting under *Create New Form* and choose Travel (all travel January 1, 2016 and later).

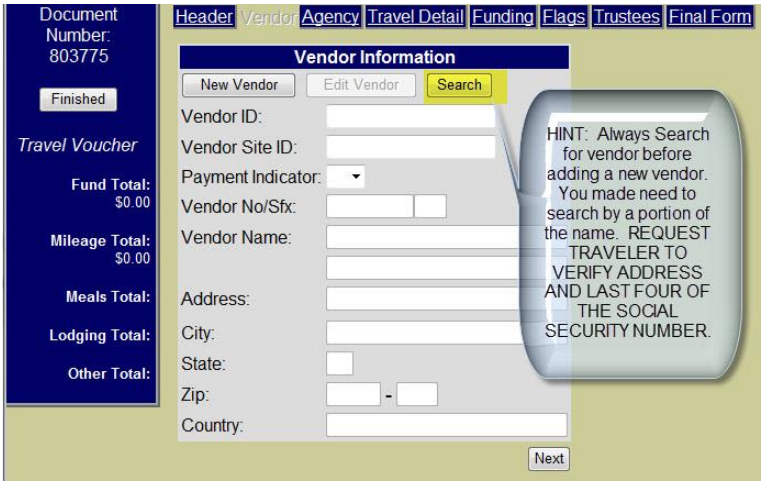
- **Header Page:**

  User Number: For departmental use as needed (may leave blank)
  Transaction Date: Last Day of Business Travel
  Form Title: For departmental use as needed (may leave blank)



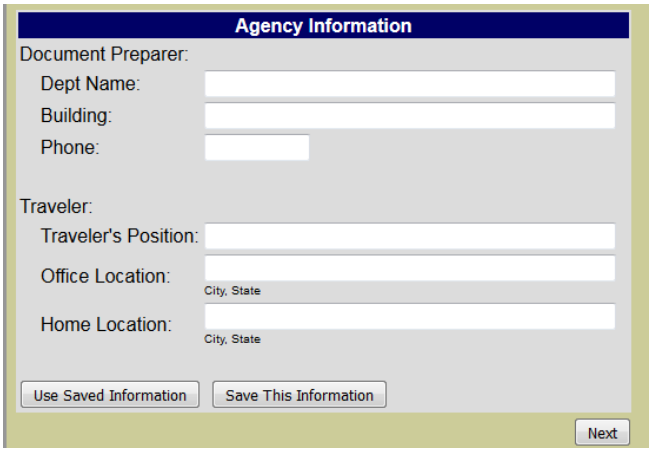
- **Vendor Page:**

  First Search for the vendor. You may need to search by first name only or last name only if unable to locate vendor. Only add a new vendor if the vendor is ***not*** in the vendor table. In the event the vendor address needs updated (address displayed is not current), select the vendor from the vendor table, select Edit Vendor and type in the new address in place of the old. Review the last four digits of the social and the address with the employee to verify you are paying the correct individual as we may have someone in the database with the same name.



- **Agency Page:**

  Department Name:
  Building:
  Phone:
  Traveler's Position: Position Title
  Office Location: Official Work Station Location (as reflected in HR)



- **Travel Detail:**

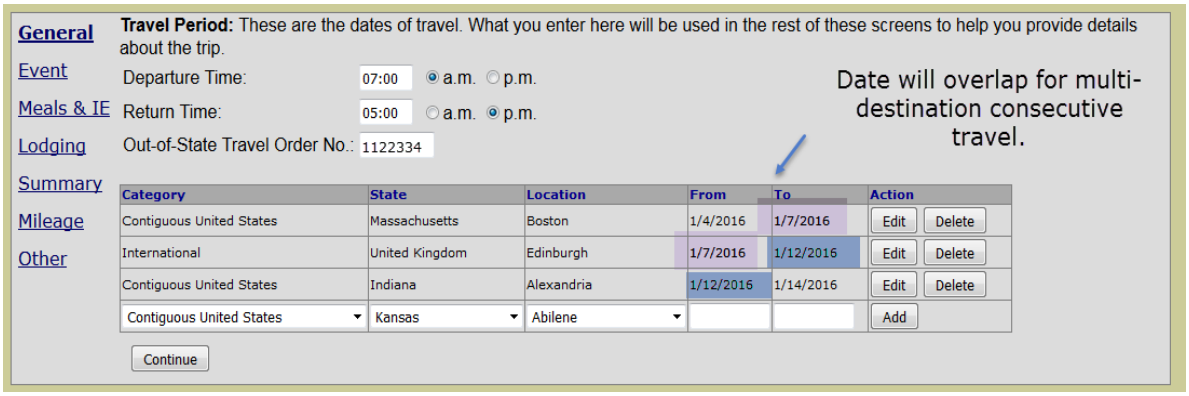
General:

Departure/Return Time:

The time must be entered in an HH:MM format, selecting a.m. or p.m. as appropriate. The Departure Time is the time the traveler left their official work location or domicile, whichever is less. The Return Time is the time the traveler returned to their official work location or domicile, whichever is less.

Out-of-State Travel Order No: Must be supplied when selecting Out-of-State, Out-of-State High, Out-of-State Special High, and International. This document may be found in Eforms and is to be completed prior to the traveler booking travel or registration.

Select the travel destination category, state and location for the business travel. Enter the date in MM/DD/YYYY format. You may also use the calendar to select the date. Click "Add" to create the destination. If your traveler has multiple travel destinations, add additional lines as needed. The From date is the date the traveler departed to go to the location and the To date is the date the traveler ended travel at that location. See the example below. Dates will overlap for multi-destination consecutive travel as you will depart and arrive at different locations on the same day.

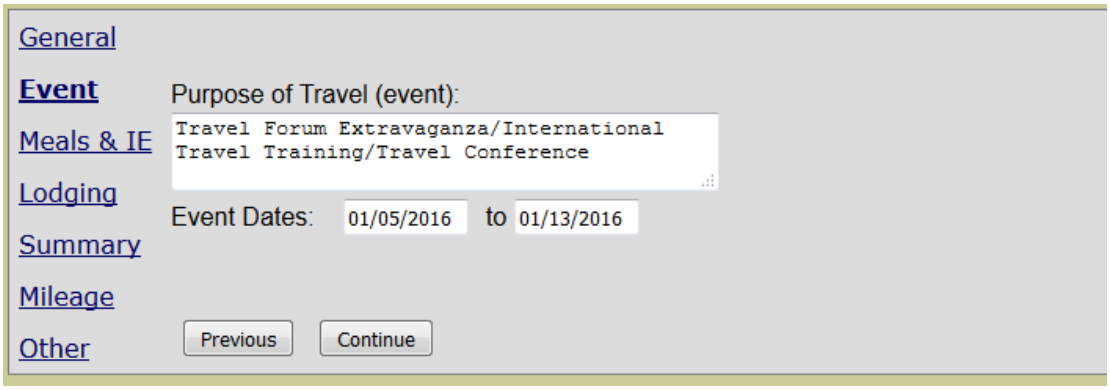


Event:

Purpose of Travel (Event): KSU Business Purpose and event name

Event Dates: Official dates of the event, often different from departure/return dates.

Comments: Any additional information that will assist in explaining details of the trip not clearly defined by the substantiation provided.

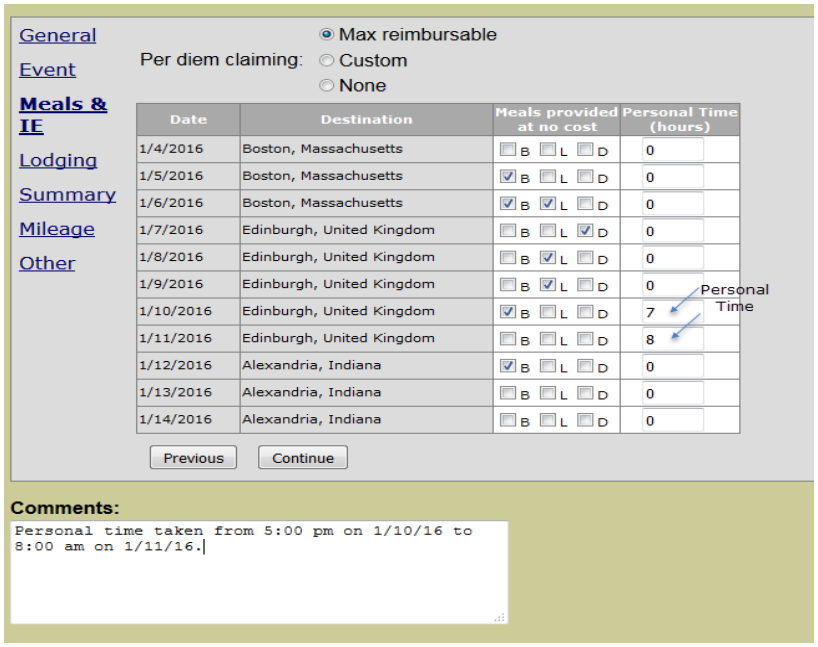


Meals & IE:

Per Diem Claiming: Check the box that corresponds to what the traveler is claiming. In most cases it will be the max reimbursable amount.

Meals Provided at no cost: Provide the quantity of each meal included or provided for the traveler at no cost during his/her business travel. It is important to mark the correct day for each meal that was provided so that the traveler is correctly reimbursed.

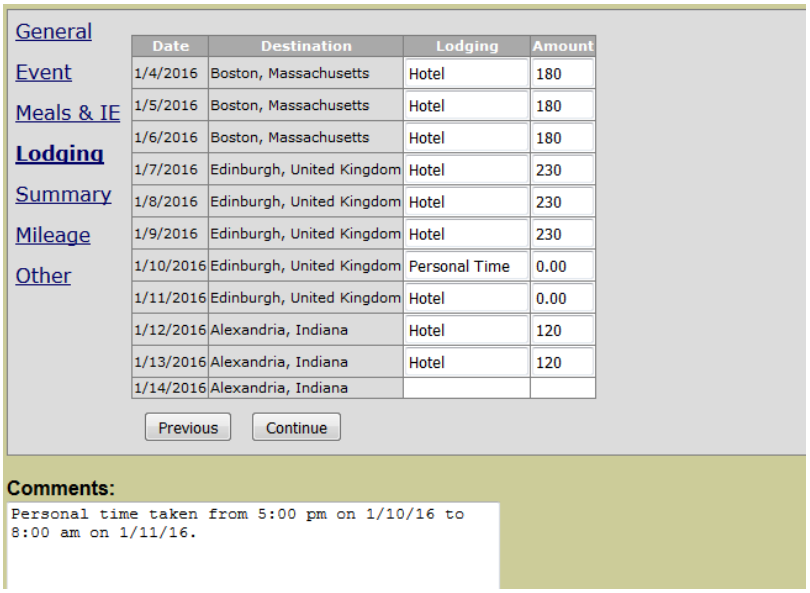
Personal Time (hours): Enter time in number of hours for personal days or time taken during business travel. For example, if one personal day is taken, enter 24 yours. If for example personal time is taken from 5:00 pm until 8:00 am the following morning, you would enter 7 hours for day 1 and 8 hours for day 2. Note personal time in the comments.



Lodging:

Destination: Destination location for that day. This is prepopulated based on the information provided on the General page. The destination is based on the location the traveler will be lodging for that day. Please note that the return trip back to the traveler's official station is listed as the last business destination.

Lodging Name: If traveler did not incur lodging expenses type "Not Claiming". If lodging was paid for on BPC, type "BPC" and leave amount column blank. NOTE: If the lodging amount entered is higher than the maximum allowable daily amount, a message will pop up as you continue reminding you to verify the base rate of the room is less than the maximum allowable amount. In the event it is NOT, you must provide a Request for Actual Conference Lodging with substantiation showing the conference event location and conference rate or a cost comparison in relation to other lodging in the same area.

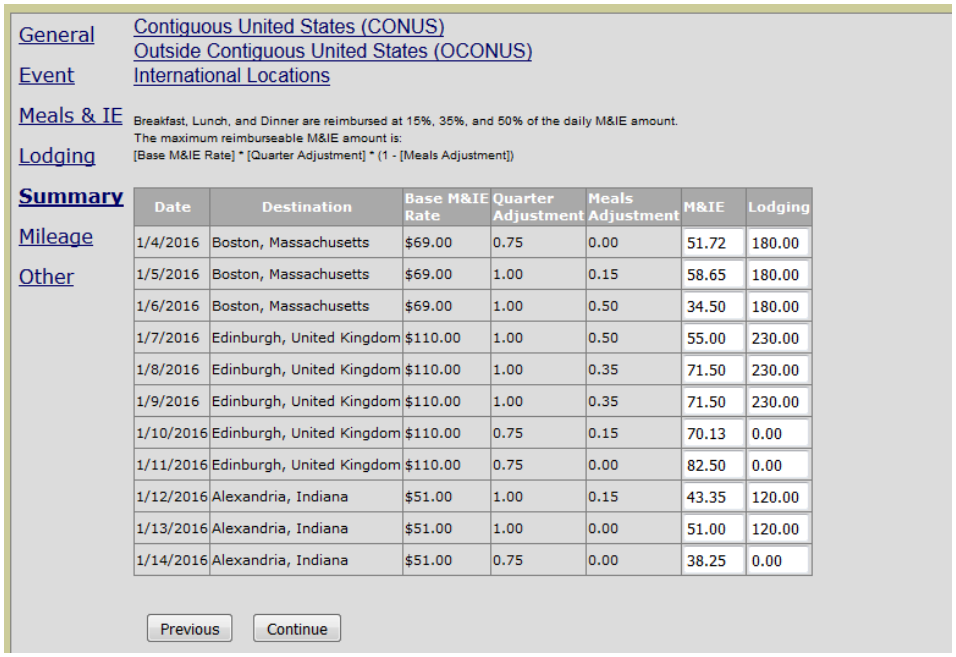


Summary:

The amounts reflected are automatically calculated from the information you supplied on the previous pages. To make changes to the data entered, return to the appropriate page and make adjustments.

The reduction amounts have been provided for you in a view-only manner. The links to review per diem rates are included as well as the percentage reduction for meals provided, and the calculation formula for the maximum reimbursable M&IE rate.

Additional adjustments to M&IE and Lodging rates may be made in this screen or the M&IE and Lodging sections. You may not enter more than the calculated maximum M&IE rate.



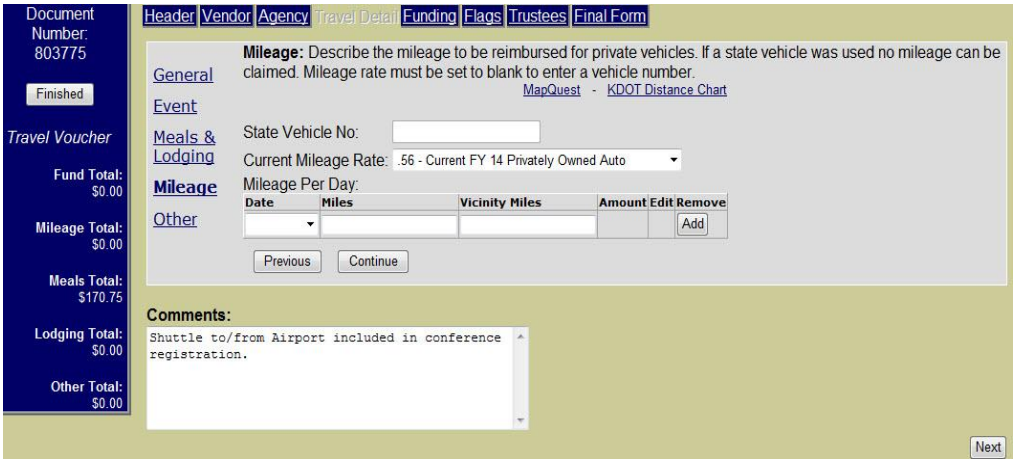
Date	Destination	Base M&IE Rate	Quarter Adjustment	Meals Adjustment	M&IE	Lodging
1/4/2016	Boston, Massachusetts	$69.00	0.75	0.00	51.72	180.00
1/5/2016	Boston, Massachusetts	$69.00	1.00	0.15	58.65	180.00
1/6/2016	Boston, Massachusetts	$69.00	1.00	0.50	34.50	180.00
1/7/2016	Edinburgh, United Kingdom	$110.00	1.00	0.50	55.00	230.00
1/8/2016	Edinburgh, United Kingdom	$110.00	1.00	0.35	71.50	230.00
1/9/2016	Edinburgh, United Kingdom	$110.00	1.00	0.35	71.50	230.00
1/10/2016	Edinburgh, United Kingdom	$110.00	0.75	0.15	70.13	0.00
1/11/2016	Edinburgh, United Kingdom	$110.00	0.75	0.00	82.50	0.00
1/12/2016	Alexandria, Indiana	$51.00	1.00	0.15	43.35	120.00
1/13/2016	Alexandria, Indiana	$51.00	1.00	0.00	51.00	120.00
1/14/2016	Alexandria, Indiana	$51.00	0.75	0.00	38.25	0.00

Mileage:

State Vehicle No: Enter tag number of state vehicle, if used.

Current Mileage Rate: Select applicable rate from the drop down menu (only needed for privately owned transportation)

Date: Select Date that mileage occurred and "Add" as needed for each date mileage is being claimed (only needed for privately owned transportation).

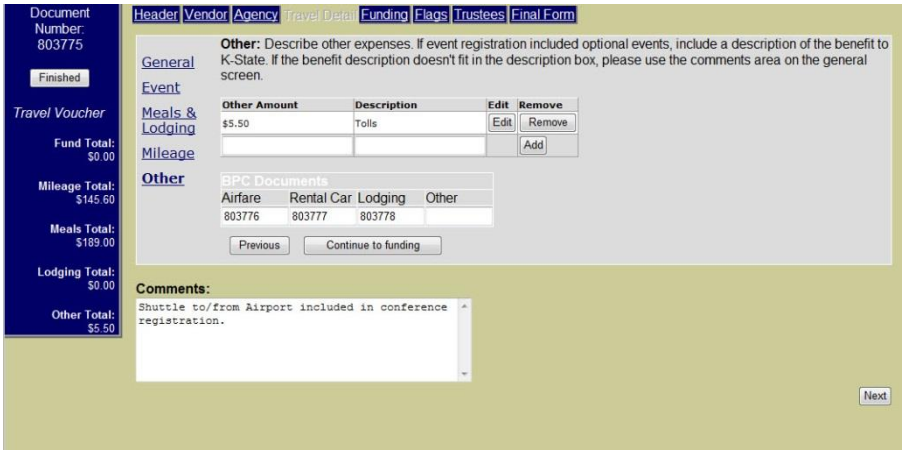


Other:

Other Amount: Individual amount of any additional business expenses not included in prior sections paid for by the traveler.

Description: Brief description of item (i.e. tolls, shuttle, airfare, rental car, tax, etc.)

BPC Documents: List the document number of any BPC document that includes expenses related to the travel voucher.

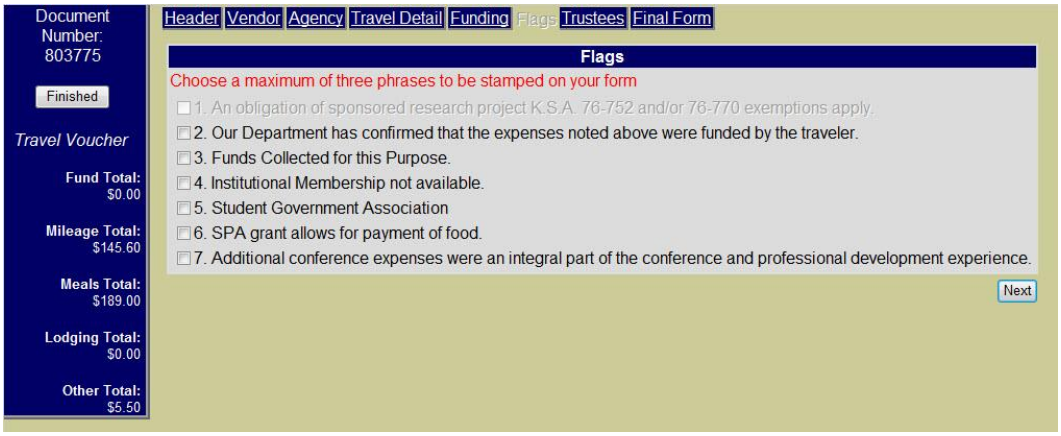


Funding:

Use either your saved funding or enter your funding string (boxes Order No, Line, and M are only for prior year encumbered payments).

Flags:

Click on any of the applicable flags to further clarify expenses being reimbursed on voucher.



Trustees:

This will show any trustee who currently has access to your voucher. You may add additional trustees as needed.

Final Form:

Click "View Final Form" to view your document for accuracy. Print document, attach receipts and other substantiation, obtain original signatures and forward completed voucher to 220 Anderson Hall for processing.