Request for Travel Authorizations (RTA documents)
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I. GETTING STARTED

IT IS IMPORTANT TO BE FAMILIAR WITH THE TRAVEL RULES AND REGULATIONS! This is as true for the traveler as it is for the staff member who may be preparing the travel documents. These rules and regulations are covered in the Handbook of Business Procedures: http://www.utexas.edu/business/accounting/hbp/11_trav/index.html

YOU MUST HAVE ACCESS TO VE5 and VE6 screens in *DEFINE. This means that your desk and view must be authorized for these commands by your electronic office manager. Routing must also be set up to allow for two signers on these documents. Otherwise these documents will not route for approval.

Before you begin preparing any of these documents, you may wish to review the on-line help that is available. There are instructions available for each section of these documents by pressing PF6. There is also help for every field by typing a ? in a field, and pressing ENTER. Also, please see the Resources section at the back of this manual.

II. ELECTRONIC TRAVEL AUTHORIZATIONS (VE5, VE6)

The primary purpose of a Request for Travel Authorization (RTA) is to approve absence from headquarters for UT business reasons. The VE5 document is an original electronic RTA, and the VE6 document is an electronic correction for an approved RTA.

The VE5 is used to authorize employees for UT business travel. It may also be used for prospective employees, students who are not currently appointed as employees, and non-employees who will not be receiving a fee or an honorarium for their services to the University. In addition, it has the option to encumber funds for travel expenditures.

The VE6 is used to correct any plans authorized by an approved VE5, or the most recently approved VE6 with the same RTA number. It may change the destinations, dates, purposes, benefits, dispositions of duties, and any encumbered amounts. It may also change the name of the traveler!

Approval for travel is delegated to the employee’s immediate supervisor. The VE5 will automatically route to employee’s primary faculty appointment account for a signature of approval. If a person is a unit head on his or her own appointment account, the VE5 will route to the unit above, such as a dean’s or vice president’s unit, for approval.

If the traveler is a prospective employee, a student who is not currently appointed as an employee, or a non-employee providing services to the University, the VE5 will route according to the master view of the account number that the creator lists in Section 3—Account Information. NOTE: It is not possible to route and approve a “No Cost” RTA for a prospective employee, student, or non-employee.

Accounts that are encumbered also require signature(s) of approval. If these differ from the appointment account signature, then the VE5 will also route according to the master view of these accounts for approval.

Foreign travel expenses and contract accounts may require additional approvals. The VE5, VE6, and VP5 travel documents in *DEFINE now require document creators to certify that prior approval has been obtained for foreign travel on state funds for employees and prospective employees.
Question: What do I need to get started?

You will need to know the following:

* Traveler's name and title
* Dates of travel
* Designated headquarters
* Destination
* Purpose of travel
* Benefit to UT
* Disposition of duties
* Accounts to be charged
* Estimated expenses
* Expense breakdown

You will also need to know:

* Does the traveler have a VID number?
* Will any accounts be encumbered? If so, for what amounts?
* Do the accounts require special approval for foreign travel or contracts?
* Do the accounts have special rules for travel?

Codes have been designed to provide travel information whenever possible. If you need to know what codes are available for a particular field, type a ? in that field, and press ENTER. A table of codes will appear in a pop-up window.

The RTA is organized in six parts: a Cover Sheet and five sections for additional information. These are designed to be worked in order. Extensive screen level help is available by pressing PF6 while working either in the Cover Sheet or in each section.
A. VE5 Cover Sheet

>> Enter additional information or enter an ACTION. <<

*DEFINE REQUEST FOR TRAVEL AUTHORIZATION - VE5 Year 01 02
Command: VE5 Account: ___ Misc: _______________ Month: APR
Status: --- COVER SHEET --- Document ID: ___________
Action: ___ Summary: __________________________________________________
Format: _____ Template: ___ Process Date:
Travel Dates: Begin: _____ End: _____ Voucher Date: _____ DTN: _____
RTA Nbr: __________ Designated HQ: ____________________________
VID Number: ______________ Name:
Traveler Type: _ consenting Title: _______________________

SECTIONS:
_ 1 Destination Code Locale Description

_ 2 Purpose of Travel: ___ Benefits to UT: ___ Disposition of Duties: ___
_ W Washington DC Travel: ___
_ 3 Account Information No Cost to UT: _
_ 4 Define Codes (Optional

Figure 1. VE5 Cover Sheet

1. To create a VE5, type NEW in the Action field, type 01 in the Format field, and press ENTER. The document status will become CREATED. A document ID will be assigned, the summary will indicate Document In Progress, and the Designated HQ (Headquarters) will be shown based upon your component code.

2. Type the beginning and ending dates of travel (departure from Headquarters and return to Headquarters). You may also change the Designated Headquarters if another is more appropriate.

3. Type the traveler's VID number. If you do not know the number, type ? in the VID Number field and press ENTER. You may then choose from a list of VID numbers. If the traveler does not have a number, one must be assigned before you can continue with this document.

   If the traveler is a currently appointed employee, a window will open listing the appointments with their titles. Select the appropriate title for the trip, and press ENTER. The Cover Sheet will then display the name of the traveler, traveler type E, and title. You may then type another title, if appropriate.

   If the traveler is not a currently appointed employee, the Cover Sheet will display the name and traveler type E, and the Title field will read No Active Appt Rec. This will sometimes happen during the summer for faculty members with 9-month appointments. You may then type an appropriate title, OR you may change the traveler type to P for prospective employee, S for student, or N for non-employee. If you select one of these types, the Student or Prospective Employee title will be filled in and may not be changed.

4. You may now proceed to the sections listed below. You may enter information on the Cover Sheet for the first two sections, or mark each section with an X to enter additional information. You must mark Section 3 to enter account information unless there is no cost to UT. If the traveler will be visiting Washington D.C., Section W must also be completed. Section 4 – Define Codes is optional.
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B. VE6 Cover Sheet

Sometimes authorized travel plans change before or during the trip. A VE6 document is used to change an approved VE5, or the most approved VE6. NOTE: a traveler may not be reimbursed until the most recent VE6 has been final approved. A VE6 also cannot be processed after a VP5 travel reimbursement has been paid.

A VE6 may also be used when a trip has been cancelled. In these cases, a VE6 can be used to disencumber any funds that were encumbered to reimburse the traveler later.

Some changes do not require a VE6. For example, if the travel dates were shorter than approved, a different non-encumbered account is to be charged, or travel dates were one business day outside of the originally approved dates, a VE6 is not required.

The VE6 cover sheet looks exactly like the VE5 cover sheet, and it is created almost the same way. The only difference is that the document requires an approved RTA number in the RTA number field when it is being created.

```
>> Define additional information or enter an ACTION. <<
*DEFINE  CORRECTION DOCUMENT FOR THE RTA - VE6  Year 03 04
Command: VE6  Account: __________  Misc: _______________  Month: MAR
==============================================================================
Status:            -- COVER SHEET --         Document ID: ___________
Action:           ___ Summary: __________________________________________________
Created:  04/25/04 by ACGEM -
Format: _____  Template:                 Process Date: ______
Travel Dates: Begin: ______  End: ______  Voucher Date: ______  DTN: ______
RTA Nbr: __________   Designated HQ: ______________________________
VID Number: ______________    Name: _______________________
Traveler Type: _  Title: _______________________
SECTIONS:
_ 1 Destination Code    Locale             Description
_ 2 Purpose of Travel:     __                                           _
     Benefits to UT:         __                                           _
     Disposition of Duties: __                                           _
     W Washington DC Travel:                                               _
_ 3 Account Information         No Cost to UT: _
_ 4 Define Codes (Optional)
-- 0 UT Austin      ------ PF1=Options ------ PF8=Exit ------ 4/25/04 03:31 PM --
```

Figure 2. VE6 Cover Sheet

1. To create a VE6, type NEW in the Action field, 01 in the Format field, and the approved RTA number in the RTA Nbr field, and press ENTER. The document status will become CREATED. A document ID will be assigned, all of the information from the VE5 or most recently approved VE6 will be filled in.

2. The Cover Sheet allows you to change the beginning and ending dates of travel (departure from and return to headquarters), Designated Headquarters, the traveler's Name, and traveler's Type if the traveler does not have a current appointment. You may also change any Destination, Purpose of Travel, Benefit to UT, or Disposition of Duties that are listed on the Cover Sheet.

To change the traveler's name, type the new traveler's VID number in the VID Number field. If you do not know the number, type ? in the VID Number field and press ENTER. You may then choose from a list of VID numbers. If the traveler does not have a number, one will have to be assigned before you can continue with this document. Create and approve a GGV document to establish a new vendor ID.
3. If there are additional destinations, purposes of travel, benefits to UT, or dispositions of duties that you wish to add, change, or delete, you may do so in Section 2. If you need to view the available codes for any section, type ? in the appropriate field, and press ENTER.

4. If there are any changes in Washington, D.C. travel plans, you must enter Section W to update the information.

5. You must enter Section 3 if you are changing account information. You can change accounts, encumbrances, estimated amounts, and the amount breakdown.

6. You must enter Section 4 if you wish to add DEFINE codes for new transactions, but you cannot use this section to change past information. You must use LMM commands to correct previous codes.

C. Section 1 – Destinations

At least one destination must be approved for UT business travel. This is done by entering the appropriate destination code on the cover sheet, or in Section 1 if there are more than two destinations during the trip. Section 1 is accessed by typing a character in the field to the left of the section number and pressing ENTER. This section is exactly the same on the VE5 document and the VE6 document.

>> Enter additional information or enter an ACTION. <<
*DEFINE REQUEST FOR TRAVEL AUTHORIZATION - VE5 Year 01 02
Command: VE5 Account: __________ Misc: _______________ Month: APR
==============================================================================
Status: -- COVER SHEET -- Document ID: ___________
Action: ___ Summary: __________________________________________________
Created: 04/25/02 by ACGEM – MACPHERSON, GARRISON
Format: _____ Template:                 Process Date: 4/25/02 10:09 AM –
Travel Dates: Begin: ______ End: ______ Voucher Date: ______ DTN: _______
RTA Nbr: __________ Designated HQ: ________________
VID Number: _______________ Name: ___________________
Traveler Type: _ Title: _______________________
SECTIONS:
  1 Destination Code Locale Description
   _____ _____
   _ 2 Purpose of Travel: _
   _ Benefits to UT: _
   _ Disposition of Duties: _
   _ W Washington DC Travel: _
   _ 3 Account Information No Cost to UT: _
   _ 4 Define Codes (Optional)
   -- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 4/25/02 10:09 AM –

Figure 3. VE5 Cover Sheet with Section 1 Marked

1. A five-letter code is needed for each destination. Type ? in the Destination Code field and press ENTER to see a list of available codes:
### List of City Codes in the U.S.

**Selection:** __  **Mark to see foreign countries:** _

**List City by Codes from:** _____  (State Prefix then City)  
**List by County from:** __________

<table>
<thead>
<tr>
<th>Nr</th>
<th>State</th>
<th>City</th>
<th>City Code</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Alabama</td>
<td>ALANN</td>
<td>ANNISTON</td>
<td>CALHOUN</td>
</tr>
<tr>
<td>2</td>
<td>Alabama</td>
<td>ALAUB</td>
<td>AUBURN</td>
<td>AUBURN</td>
</tr>
<tr>
<td>3</td>
<td>Alabama</td>
<td>ALBIR</td>
<td>BIRMINGHAM</td>
<td>JEFFERSON</td>
</tr>
<tr>
<td>4</td>
<td>Alabama</td>
<td>ALDOT</td>
<td>DOTRAN</td>
<td>HOUSTON</td>
</tr>
<tr>
<td>5</td>
<td>Alabama</td>
<td>ALFLO</td>
<td>FLORENCE</td>
<td>LAUDERDALE</td>
</tr>
<tr>
<td>6</td>
<td>Alabama</td>
<td>ALGLF</td>
<td>GULF SHORES</td>
<td>BALDWIN</td>
</tr>
<tr>
<td>7</td>
<td>Alabama</td>
<td>ALGLF</td>
<td>GULF SHORES</td>
<td>BALDWIN</td>
</tr>
<tr>
<td>8</td>
<td>Alabama</td>
<td>ALGLF</td>
<td>GULF SHORES</td>
<td>BALDWIN</td>
</tr>
<tr>
<td>9</td>
<td>Alabama</td>
<td>ALHNT</td>
<td>HUNTSVILLE</td>
<td>MADISON</td>
</tr>
<tr>
<td>10</td>
<td>Alabama</td>
<td>ALMOB</td>
<td>MOBILE</td>
<td>MOBILE</td>
</tr>
</tbody>
</table>

Press ENTER to Continue, CLEAR to cancel, PF2 to add city.

---

**Figure 4. Destination Code List**

Destination codes consist of five letters: The first two letters are the state postal code, and the following three letters represent the city. You can search for other codes in this window by typing the two-letter state postal code in the **List City by Codes** field and pressing **ENTER**. You may also search by county names by entering the county name you’re looking for in the **List by County** field and pressing **ENTER**.

**NOTE:** The destination code for Washington, D.C. is **DCWAS**.

Foreign destination codes do not include state postal codes. You can search for foreign cities by typing **X** in the **Mark to See Foreign Countries** field and pressing **ENTER**. The foreign destination codes are listed in alphabetical order.

**NOTE:** The destination codes for **Alaska** and **Hawaii** are listed with the foreign codes.

2. If you wish to request a new code for the destination list, press **PF2** while viewing the list. A window will open from which you may make a request. Destination codes are created daily.

---

**Figure 5. Destination Code Request Window**

If you need to have a code created quickly (in less than 24 hours), you should contact the Travel Desk in the Office of Accounting.

3. If there are more than two destinations, type **X** in the **Section 1 – Destination Code** field, and press **ENTER**. A window will open to allow you to enter more destinations. See Figure 6.
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DESTINATION SUMMARY

Document ID: H0VE5999851 SECTION: 1 of 04

<table>
<thead>
<tr>
<th>Destination Code</th>
<th>Locale Code</th>
<th>Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>TXSAN</td>
<td>I</td>
<td>SAN ANTONIO, TX</td>
</tr>
<tr>
<td>TXELP</td>
<td>I</td>
<td>EL PASO, TX</td>
</tr>
<tr>
<td>ALANN</td>
<td>O</td>
<td>ANNISTON, AL</td>
</tr>
<tr>
<td>NYNEW</td>
<td>O</td>
<td>NEW YORK CITY, NY</td>
</tr>
<tr>
<td>CCTOR</td>
<td>C</td>
<td>TORONTO, CC</td>
</tr>
<tr>
<td>MXMEX</td>
<td>M</td>
<td>MEXICO CITY, MX</td>
</tr>
<tr>
<td>BRRIO</td>
<td>F</td>
<td>RIO DE JANEIRO, BR</td>
</tr>
</tbody>
</table>

---

Figure 6. VE5 Section 1 – Destination

NOTE: If there are more than ten destinations for the trip, it is suggested that you enter the ten most central destinations. For example, it is not necessary to list all of the possible destinations within the Washington D.C. area. If, however, the additional destinations are not within a nearby area, you may wish to list them in NOTES.

D. Section 2 – Purpose, Benefit, and Disposition of Duties

>> Enter additional information or enter an ACTION. <<

*DEFINE REQUEST FOR TRAVEL AUTHORIZATION - VE5 Year 01 02

Command: VE5 Account: __________ Misc: _______________ Month: APR

==============================================================================

Status: CREATED -- COVER SHEET -- Document ID: N0VE5999985

Action: ___ Summary: DOCUMENT IN PROGRESS

Created: 04/25/02 by ACGEM – MACPHERSON, GARRISON

Format: 01___ Template: __________ Process Date:

Travel Dates: Begin: 040102 End: 040702 Voucher Date: 042502 DTN: _______

RTA Nbr: TV01001787 Designated HQ: UT AUSTIN _______________

VID Number: 2449957138000 Name: MOUSE, MINNIE

Traveler Type: E Title: > No Active Appt Rec <_

SECTIONS:

X _ 1 Destination Code Locale Description

TXDAL I DALLAS, TX

ALANN O ANNISTON, AL

x 2 Purpose of Travel: __ Benefits to UT: __

Disposition of Duties: __ W Washington DC Travel: __

_ 3 Account Information No Cost to UT: _

_ 4 Define Codes (Optional)

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 4/25/02 10:23 AM --

Figure 7. VE5 Cover Sheet with Section 2 Marked

1. A two-digit code is needed for Purpose of Travel, Benefits to UT, and Disposition of Duties. To see what codes are available, type ? in the Section 2 field in question, and press ENTER. A list of codes will open.

2. If there is more than one Purpose, Benefit, or Disposition of Duties, mark the Section 2 field with an X, and press ENTER. A window will open to allow you to enter more codes. See Figure 8.
Figure 8. VE5 Section 2 – Purpose of Travel

3. If the purpose of travel requires more detailed information, blank out the moreable (+) on the right of the Section 2 – Purpose of Travel screen, and press ENTER. A window will open to allow you to enter more detailed information.

If you selected purpose code 01, indicating that the traveler will be attending a meeting or conference, additional comments are required. Include information about the name and subject of the conference or meeting. After you have entered your comments, press ENTER to return to the VE5 or VE6 Cover Sheet.

Figure 9. VE5 Section 2 – Additional Comments Window

4. If you selected purpose code 01, additional comments are also required for Benefits to UT. On the VE5 Cover Sheet, blank out the moreable (+) on the right of the screen across from
Benefits to UT and press ENTER to open a window for comments. After you have entered your comments, press ENTER to return to the Cover Sheet.

NOTE: If you select a 99 code (Other) for Purpose of Travel, Benefits to UT, or Disposition of Duties, it will be necessary to blank out the moreable (+) and enter explanatory notes.

D. Section W – Washington DC Travel

1. The Office of State-Federal Relations (OSFR) must now be informed before any employee travels to Washington, D.C. If you select DCWAS as the destination code for Washington, D.C., you are also required to complete Section W.

> Enter additional information or enter an ACTION. <<  
*DALPHA REQUEST FOR TRAVEL AUTHORIZATION – VE5 Year 01 02  
Command: VE5 Account: __________ Misc: _______________ Month: APR  
==============================================================================  
Status: CREATED -- COVER SHEET -- Document ID: N0VE5999985  
Action: ___ Summary: DOCUMENT IN PROGRESS______________________________  
Created: 04/25/02 by ACGEM - MARTT, GARY E  
Format: 01 Template: __ Process Date: __  
RTA Nbr: TV01001787 Designated HQ: UT AUSTIN _______________  
VID Number: 24499577138000 Name: MOUSE, MINNIE E.  
Traveler Type: E Title: > No Active Appt Rec <  
SECTIONS:  
X _ 1 Destination Code Locale Description  
TXDAL I DALLAS, TX  
DCWAS O WASHINGTON, DC  
X _ 2 Purpose of Travel: Benefits to UT: Disposition of Duties:  
01 Attend meeting, conference, etc. 01 Help accomplish research objectives. 01 No classes missed.  
+ + +  
X W Washington DC Travel:  
_ 3 Account Information No Cost to UT: _  
_ 4 Define Codes (Optional)  
-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------- 4/25/02 10:39 AM --

Figure 10. VE5 Cover Sheet with Section W Marked

2. Section W – Washington, DC Travel requires the specific purpose of travel to Washington, D.C. You may enter a ? in the Purpose of Travel field on the VE5 Cover Sheet to see a list of common purposes. If you select Other, you must provide a detailed explanation of the purpose of travel.

To provide more information for any purpose of travel, including Other, blank out the moreable + to the right of Section W on the VE5 Cover Sheet, and press ENTER. A window will open to allow you to enter more information. See Figure 9.

NOTE: If the ONLY destination entered on the VE5 is Washington, D.C., purpose code 40 will fill in automatically on the Cover Sheet.

3. You must enter a date and name for each person and organization to be visited in Washington, D.C. To enter the information, mark the Section W field on the VE5 Cover Sheet with an X. The Washington, DC Travel Information screen will open. See Figure 11.
Figure 11. **VE5 Section W – Washington, DC Travel**

4. For each visit in Washington, D.C., enter the **Date** of the visit, the **Name** of the person the traveler is going to see, and the **Organization** in the appropriate fields.

5. **Section W** requires its own **Purpose Code**. Type a **?** in the **Purpose** field in the **Washington DC Travel Information** screen, and press **ENTER**. A pop-up window will list the available codes. If you select the **98 (Other)** purpose code, additional comments are required. Blank out the moreable (+) to the right of the **Purpose** field and press **ENTER** to open the **Additional Comments** window. See Figure 9. After you have entered your comments, press **ENTER** to return to the **VE5 Cover Sheet**.

**VE6 NOTE**: If Washington, D.C. was the only destination on an RTA that you are correcting, and you want to add another destination, you must change the **Purpose Code** on the **VE6 Cover Sheet** because the purpose code for Washington, D.C. travel, **40**, is not valid when additional destinations are on the RTA. Type a **?** in the **Purpose of Travel** field and press **ENTER** to see a list of purpose codes.
E. Section 3 – Account Information

```
>> Enter additional information or enter an ACTION. <<

*DEFINE REQUEST FOR TRAVEL AUTHORIZATION - VE5
Command: VE5  Account: __________  Misc: ___________________  Month: APR
==============================================================================
Status: CREATED -- COVER SHEET -- Document ID: NOVE5999985
Action: ___ Summary: DOCUMENT IN PROGRESS
Created: 04/25/02 by ACHEM - MACPHERSON, GARRISON
Travel Dates: Begin: 040102  End: 040702  Voucher Date: 042502  DTN: _______
RTA Nbr: TV01001787  Designated HQ: UT AUSTIN_________________
VID Number:  2449577138000  Name: MOUSE, MINNIE
Traveler Type: E  Title: > No Active Appt Rec <_

SECTIONS:
X _ 1 Destination Code  Locale  Description
   TXDAL          I       DALLAS, TX
   DCWAS          O       WASHINGTON, DC
X _ 2 Purpose of Travel:__ +
   Benefits to UT:__ +
   Disposition of Duties:__ +
X _ W Washington DC Travel:__ +
X 3 Account Information  No Cost to UT:__
   ___ Define Codes (Optional)
-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 4/25/02 10:23 AM --
```

Figure 12. VE5 Cover Sheet with Section 3 Marked

1. If there will be no expense to UT for the travel, type X in the No Cost To UT field on the VE5 Cover Sheet, and press ENTER.

   **NOTE:** It is not possible to do a No Cost to UT VE5 if the traveler does not have a current appointment.

If there will be expenses to UT, type X in the Section 3 field and press ENTER. The Account Information screen will open. See Figure 13.

```
ACCOUNT INFORMATION

Document ID: NOVE5999985  Section: 3 of 04

<table>
<thead>
<tr>
<th>No cost to UT: _</th>
<th>UT Account</th>
<th>Bill</th>
<th>Dept Encumber</th>
<th>Object Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>+</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>+</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td>+</td>
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<td>+</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

OPTIONAL EXPENDITURE BREAKDOWN

Meals
Lodging
Transportation
Other
TOTAL
```

Figure 13. VE5 Section 3 – Account Information

2. You must enter at least one account number in the Account fields for possible travel expenses. You have the option to list up to five accounts with corresponding estimated amounts. Encumbrances are also an option and should also be indicated per account and amount. To encumber funds, mark the Dept Encumber field to the right of the appropriate account with an X. If you choose to encumber funds, the amount specified in the Amount fields will be encumbered.
3. Employees and students may use the **Optional Expenditure Breakdown** section of the **Account Information** screen to break down the estimated expenditures by **Meals**, **Lodging**, **Transportation**, and **Other**. Prospective employees and non-employees are REQUIRED to break down their expenditures. If you break down the expenditures by type, the total of amounts by account must equal the total amount of the expenditure breakdown.

**NOTE:** If the traveler does not have a current appointment (i.e. a prospective employee, student, or non-employee), it will be necessary to provide an account number in Section 3 so that the VE5 can route for approval.

Account information is often changed on a VE6. This is the one section that looks different from the VE5, and it requires special procedures.

1. If there will be no expense to UT for this travel, and if funds were previously encumbered on the VE5 or most recently approved VE6, it will be necessary to delete any amount information in **Section 3 – Account Information**.

   If this is the situation, it will not be possible to mark the VE6 as **No Cost to UT** because the VE6 must include account information to eliminate the previous encumbrance.

2. To change account information, type **X** in the **Section 3** field on the **Cover Sheet**, and press **ENTER**. The **Account Information** window will open, showing the account information from the VE5 or most recently approved VE6. See **Error! Reference source not found.**

3. After you type the new information and press **ENTER**, the document will be updated. When you press **ENTER** again, the system will audit your changes against any **Optional Expenditure Breakdown** information. See **Error! Reference source not found.**
Electronic Travel Authorizations

4. If you want to disencumber funds that were encumbered on a previous VE5 or VE6 document, type 0.00 over the Amount listed to the right of the Last Amount Transacted. See Error! Reference source not found.

5. You may add additional accounts and encumber funds if necessary.

NOTE: If the traveler does not have a current appointment (i.e. a prospective employee, student, or non-employee), an account number must be entered in Section 3 – Account Information so that the VE6 can route for approval.

6. As with the VE5, you have the option of indicating how much of the cost will be for meals, lodging, transportation, or other expenses. You may enter these costs in the Optional Expenditure Breakdown section of the screen. After you enter this information and press ENTER, the system will audit all amounts you have entered and alert you to any errors. See Error! Reference source not found.
F. Section 4 – Define Codes

Departments can keep their accounting records in *DEFINE and use Section 4 to code transactions created by any encumbrances. This is optional. Coding at the time the document is created reduces the amount of time required to customize provisional entries later.

If you're not familiar with *DEFINE codes, or are unsure if you need to fill in this screen, check with your electronic office manager or delegate for assistance. To enter *DEFINE codes, mark the Section 4 field on the VE5 Cover Sheet with an X and press ENTER. The Department Codes screen will open. See Figure 17.

<table>
<thead>
<tr>
<th>Action: ___</th>
<th>DEPARTMENT CODES</th>
<th>Section 04 of 04</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Date: ______</td>
<td>Month: ___</td>
<td>Start at Account: __________</td>
</tr>
<tr>
<td>ACCT NBR</td>
<td>LEDGER DESCRIPTION</td>
<td>TYPE</td>
</tr>
<tr>
<td>CODE 1</td>
<td>CODE 2</td>
<td>CODE 3</td>
</tr>
<tr>
<td>DTN</td>
<td>TAG A</td>
<td>TAG B</td>
</tr>
<tr>
<td>_</td>
<td>_</td>
<td>_</td>
</tr>
<tr>
<td>_</td>
<td>_</td>
<td>_</td>
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<td>_</td>
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<td>_</td>
</tr>
<tr>
<td>_</td>
<td>_</td>
<td>_</td>
</tr>
</tbody>
</table>

Figure 17. VE5 Section 4 – Define Codes

1. The Transaction Date is the creation date of the document. The Month field is left blank.

2. If there are many transactions on the document, the Start at Account field can be used as a starting point. Type an account number in the field and press ENTER. The transactions for that account will be listed first.

3. The Audit Codes field defaults to N for NO. To ensure that the code values will be audited for validity, replace the N with a Y for YES. Only values that exist in the code scheme will be accepted.

4. If the office manager has assigned heading titles to Code fields 1 through 6, those designated titles will be displayed in the headings. If no title is assigned to a Code field, then the field heading will read CODE 1, CODE 2, CODE 3, etc.

5. For each of the document’s transactions, the account number, ledger description, amount, and D or C (debit or credit) will be listed. You can change the description, but none of the other fields on this line can be updated.

6. For each transaction line, there are six blank lines of various lengths. These lines are the Code fields. Enter code values in any or all of these fields.

7. Under the code field lines, there are more blank lines of various lengths. These are the DTN, Tag A, Tag B, and Comments fields.

8. After you have typed information in the fields, press ENTER to update. Then, press ENTER again to return to the document’s Cover Sheet.
NOTE: You cannot use the VE6 to change *DEFINE codes created with a VE5. These codes should be adjusted using the LMM commands. However, codes can be added for any new transactions that the VE6 creates.

G. Approving the RTA documents

1. After you have filled in all of the necessary information on the VE5, return to the Cover Sheet and type VER in the Action field to verify the document. If the document is verified as correct, a default Summary will be filled in listing the departure date (YYMMDD), the traveler’s name (Last, First), and the first destination of the trip, unless there is a foreign destination. You may change the summary if you wish.

2. After you have correctly verified the VE5, you may approve this document by typing APP in the Action field and pressing ENTER. If everything is correct, the document status will become PROPOSED, and it will route according to the traveler’s appointments and the master view of any accounts that are encumbered. Special routing has been designed to meet these needs. For more information, see the *DEFINE on-line glossary (PF10) and read the article titled RTA Routing.

Travel expenses on contract accounts or foreign travel expenses on state funds may require additional approvals not included in the electronic routing. As of February 28, 2005, VE5, VE6, and VP5 documents require document creators to certify that foreign travel on state accounts for employees and prospective employees has prior written approval. This certification is required only once per RTA number. This certification is then stamped into the document notes.

When the VE5 status becomes PROPOSED, an RTA number will be assigned. This is the best time to make a note of the RTA number for future use. The RTA number must be used to create a travel voucher, but it cannot be used until the VE5 (or VE6) status is APPROVED.

3. You can check the routing by entering ROU in the Action field on the Cover Sheet. In the pop-up screen that opens, you can see logon ID(s) to which the document has routed for approval. By changing views in the Routing screen, you may see further detail about previous and future routing. After the document has routed to the departmental signer desk and any deans or vice-presidents who have opted into the routing, the VE5 will be final approved.

H. Auto-Disencumbrances

1. After you have filled in all of the necessary information on the VE5, return to the Cover Sheet and type VER in the Action field to verify the document. If the document is verified as correct, a default Summary will be filled in listing the departure date (YYMMDD), the traveler’s name (Last, First), and the first destination of the trip, unless there is a foreign destination. You may change the summary if you wish.

2. After you have correctly verified the VE5, you may approve this document by typing APP in the Action field and pressing ENTER. If everything is correct, the document status will become PROPOSED, and it will route according to the traveler’s appointments and the master view of any accounts that are encumbered. Special routing has been designed to meet these needs. For more information, see the *DEFINE on-line glossary (PF10) and read the article titled RTA Routing.
## III. GLOSSARY OF TRAVEL TERMS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefit</td>
<td>How the business is of advantage to the University.</td>
</tr>
<tr>
<td>Centralized Billing</td>
<td>Travel expenses, such as airfare, that UT will pay for when billed by a vendor. The traveler does not pay for these.</td>
</tr>
<tr>
<td>Departure Time</td>
<td>The hour and minute an employee leaves Headquarters to begin travel. If flying from Austin, the departure time is the hour and minute that the airplane takes off because the airport is within the city limits.</td>
</tr>
<tr>
<td>Destination</td>
<td>The geographical location (City &amp; State, or City &amp; Country) of the University business.</td>
</tr>
<tr>
<td>Disposition of Duties</td>
<td>How the employee’s responsibilities at Headquarters will be met while the employee is traveling.</td>
</tr>
<tr>
<td>Encumbrances</td>
<td>Amounts that are designated for certain purposes and may not be spent for any other purpose.</td>
</tr>
<tr>
<td>Headquarters</td>
<td>The city and state of the employee’s regular responsibilities.</td>
</tr>
<tr>
<td>Inner-city Mileage</td>
<td>Personal car distances from point-to-point within a city, usually determined by the traveler using an odometer.</td>
</tr>
<tr>
<td>Locale</td>
<td>The geographical area, such as In-state or Out-of-State, etc., that is used to determine limits on expenditures such as meals.</td>
</tr>
<tr>
<td>Official Mileage</td>
<td>The distance between cities, which is determined by the Office of Accounting. Many mileages from Headquarters are listed on *DEFINE, GG2.</td>
</tr>
<tr>
<td>Personal Car</td>
<td>A vehicle that is owned or leased and used by the traveler.</td>
</tr>
<tr>
<td>Purpose</td>
<td>What the travel business is.</td>
</tr>
<tr>
<td>Return Time</td>
<td>The hour and minute an employee returns to Headquarters.</td>
</tr>
<tr>
<td>RTA</td>
<td>A Request for Travel Authorization.</td>
</tr>
<tr>
<td>Travel Management</td>
<td>The UT-Austin processing department for centrally billed airfare.</td>
</tr>
<tr>
<td>U.S. Possessions</td>
<td>Puerto Rico, the northern Mariana Islands, U.S. Virgin Islands, Guam, Midway Island, Wake Island, and American Samoa.</td>
</tr>
<tr>
<td>VE5</td>
<td>An Electronic RTA.</td>
</tr>
<tr>
<td>VE6</td>
<td>An Electronic Amended RTA.</td>
</tr>
<tr>
<td>Vendor Identification (VID) Number</td>
<td>A 14-digit number assigned to a person or business receiving payments from the University.</td>
</tr>
<tr>
<td>VP5</td>
<td>An Electronic Travel Voucher.</td>
</tr>
<tr>
<td>VP6</td>
<td>An Electronic Travel Voucher used by Travel Management to pay for centrally billed airfare.</td>
</tr>
</tbody>
</table>
IV. RESOURCES

A. Information in *DEFINE

GG1 lists current out-of-state meals & lodging limits for state accounts
GG2 lists official mileages from UT-Austin Headquarters
"?" entered in most fields will list codes or display field level help
PF6 has screen level help for VE5, VE6 and VP5
PF10 has on-line glossary information for "Travel", "RTA", and "Foreign"

B. Information on the Web

Frequently Asked Questions: https://austin.utexas.custhelp.com/app/answers/list

Texas Mileage Guide: http://www.window.state.tx.us/comptrol/texastra.html


Tutorial on Foreign Certification:
See http://www.utexas.edu/business/accounting/slideshow/fortravelcert/foreigntravelcert.ppt

C. Travel Desk

The Travel Desk (512-471-7821) can provide detailed information on travel rules and travel vouchers.

The Travel Desk also offers administrative workshops on travel rules and preparing paper travel vouchers. These workshops are available through Human Resource Services.

D. Travel Management Services

The Travel Management Services Office (512-471-6641) can provide information on:

1. Centrally billed airfare
2. Corporate charge cards
3. Contract airfares
4. Special rental car contracts or hotel agreements
5. Rules regarding combined business and pleasure travel

E. Office of Accounting Help Line

The Office of Accounting Help Line (512-471-8802) can help with the following:

1. VE5 – Electronic RTA
2. VE6 – Amended RTA
3. VP5 – Electronic travel voucher

You may also send messages to askus@austin.utexas.edu