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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/travtoc.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: _____
Created: 04/25/02 by ACGEM - MACPHERSON, GARRISON
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 ----- 4/25/02 10:09 AM -

```

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.

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.

```

>> Enter 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: _____
Travel Dates: Begin: _____ End: _____ Voucher Date: _____ DTN: _____
RTA Nbr: _____ Designated HQ: _____
VID Number: _____ Name: _____
Traveler Type: _ Title: _____
SECTIONS:
  x 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  ----- Pfl=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: _____

Nr  State          City  City          County
   Alabama      ALANN ANNISTON      CALHOUN
   Alabama      ALAUB AUBURN       AUBURN
   Alabama      ALBIR BIRMINGHAM    JEFFERSON
   Alabama      ALDOT DOTHAN       HOUSTON
   Alabama      ALFLO FLORENCE    LAUDERDALE
   Alabama      ALGLF GULF SHORES   BALDWIN
   Alabama      ALGLF GULF SHORES   BALDWIN
   Alabama      ALGLF GULF SHORES   BALDWIN
   Alabama      ALHNT HUNTSVILLE  MADISON
   Alabama      ALMOB MOBILE     MOBILE

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.

- 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.

```

-----+-----
Please fill in as much information as possible
to add the city to the destination code table.

City   : _____
County : _____
State  : _____
Country: _____

Press enter to add or 'CLEAR' to cancel request.
-----+-----

```

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**.

- 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.

DESTINATION SUMMARY		
Document ID: H0VE5999851	SECTION: 1 of 04	

Destination Code	Locale Code	Destination
TXSAN	I	SAN ANTONIO, TX
TXELP	I	EL PASO, TX
ALANN	O	ANNISTON, AL
NYNEW	O	NEW YORK CITY, NY
CCTOR	C	TORONTO, CC
MXMEX	M	MEXICO CITY, MX
BRRIO	F	RIO DE JANEIRO, BR

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: N0VE599985
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: 24499577138000 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.

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: NOVE5999985
Action: _____ Summary: DOCUMENT IN PROGRESS _____
Created: 04/25/02 by ACGEM - MARTT, GARY E
Format: 01_____ Template: _____ Process Date: _____
Travel Dates: Begin: 040102 End: 040702 Voucher Date: 042502 DTN: _____
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: 01 Attend meeting, conference, etc.      +
          Benefits to UT: 01 Help accomplish research objectives.      +
          Disposition of Duties: 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.

WASHINGTON, DC TRAVEL INFORMATION

Document ID: NOVE6999985 Section: W of 04

PRIMARY Committees/Offices/Agencies/Organizations TO BE VISITED

Purpose: _____ +

Visit 1 Date: _____ (mmddy)
 Name: _____ (Person traveller is going to see)
 Organization: _____

Visit 2 Date: _____ (mmddy)
 Name: _____
 Organization: _____

Visit 3 Date: _____ (mmddy)
 Name: _____
 Organization: _____

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 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          Year 01 02
Command: VE5     Account: _____ Misc: _____          Month: APR
=====
Status: CREATED          -- COVER SHEET --          Document ID: NOVE5999985
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: 24499577138000 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: _
      _ 4 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
-----
No cost to UT: _
Account      UT      Dept      Object      Amount
            Bill      Encumber   Code
-----
            _____
            _____
            _____
            _____
            _____
                                TOTAL
-----
                                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.

- 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.

- 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.

- 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**.

ACCOUNT INFORMATION - ENCUMBERED ACCOUNTS						
Document ID: NOVE6999870				Section: 3 of 04		

No cost to UT: _						
Account	UT Bill	Dept Encumber	Object Code	Last Amount Transacted	Amount	
2612131475		X	0510	500.00	500.00	+
_____		-			_____	+
_____		-			_____	+
_____		-			_____	+
_____		-			_____	+
TOTAL					500.00	

OPTIONAL EXPENDITURE BREAKDOWN						
					Meals	100.00
					Lodging	100.00
					Transportation	250.00
					Other	50.00
TOTAL					500.00	

Figure 14. VE6 Section 3 – Account Information

The **Account, Dept Encumber, Object Code, and Last Amount Transacted** columns contain information from the document being corrected, and the information cannot be updated. Information in the **Amount** column may be changed to reflect a new encumbrance amount.

For example, if the last amount transacted was \$500.00, and you change the amount to \$720.00, the VE6 will disencumber the original encumbrance of \$500.00 and encumber a new amount of \$720.00.

- 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**.

```

>> Total of amounts by account must equal estimated amounts << AQNPVE55
      ACCOUNT INFORMATION - ENCUMBERED ACCOUNTS
Document ID: H0VE6999870                               Section: 3 of 04
-----
No cost to UT: _

      UT      Dept      Object      Last Amount
Account  Bill  Encumber  Code      Transacted      Amount
2612131450      X      0510      500.00      720.00      >
-----      -      -      -      -      +
-----      -      -      -      -      +
-----      -      -      -      -      +
-----      -      -      -      -      +
-----
                                TOTAL      720.00
-----

OPTIONAL EXPENDITURE BREAKDOWN

                                Meals      100.00
                                Lodging    100.00
                                Transportation 250.00
                                Other       50.00
                                TOTAL      500.00
    
```

Figure 15. VE6 Section 3 – Account Information, Displaying Error Message

- 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**.

```

>> Make updates or Press ENTER to return <<
      ACCOUNT INFORMATION - ENCUMBERED ACCOUNTS
Document ID: NOVE6999998                               Section: 3 of 04
-----
No cost to UT: _

      UT      Dept      Object      Last Amount
Account  Bill  Encumber  Code      Transacted      Amount
2612121275      X      0510      100.00      0.00
-----      -      -      -      -
-----      -      -      -      -
-----      -      -      -      -
-----
                                TOTAL
-----

OPTIONAL EXPENDITURE BREAKDOWN

                                Meals
                                Lodging
                                Transportation
                                Other
                                TOTAL
    
```

Figure 16. VE6 Section 3 – Account Information, Displaying Disencumbrance

- 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.

- 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.

The screenshot shows a terminal-style interface for defining codes. At the top, it says 'Action: ___ DEPARTMENT CODES Section 04 of 04'. Below that are fields for 'Transaction Date: ___ Month: ___ Start at Account: ___' and 'Audit Codes? N'. The main part of the screen is a table with columns: 'ACCT NBR', 'LEDGER DESCRIPTION', 'TYPE', 'AMOUNT', and 'D/C'. Under 'ACCT NBR' are sub-columns 'CODE 1', 'CODE 2', 'CODE 3', 'CODE 4', 'CODE 5', and 'CODE 6'. Under 'LEDGER DESCRIPTION' are sub-columns 'DTN', 'TAG A', 'TAG B', and 'COMMENTS'. There are several rows of blank lines for data entry.

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 to 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

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

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: <http://www.utexas.edu/business/accounting/tr/faq.html>

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

Travel Rules and Regulations: The Handbook of Business Procedures, Part 11 contains Travel policy and procedure information:
http://www.utexas.edu/business/accounting/hbp/11_trav/index.html

Tutorial on Foreign Certification:

See <http://www.utexas.edu/business/accounting/slideshow/fortravelcert/foreigntravelcert.ppt>

C. Travel Desk

The Travel Desk (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 (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 (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 oa.askme@austin.utexas.edu