Electronic Travel Documents (VE5, VE6, VP5)
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I. GETTING STARTED

IT IS VERY 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 their travel documents. These rules and regulations are covered in an administrative workshop on "Travel Procedures" which is offered several times a year through the Office of Human Resources. There is also a handout entitled "The Travelers Aid" which covers many of these rules and regulations and is available through the Office of Payroll, or on the web at URL: http://www.utexas.edu/business/accounting/pr/tr. You will need Adobe Acrobat Reader to print the manual from the web.

It is also recommended that you attend one of the classes being offered on electronic travel documents. You can enroll in this class (de 227) by using txclass.

YOU MUST HAVE ACCESS TO VE5, VE6 AND VP5 IN *DEFINE. This means that your desk and view must be authorized for these commands by your electronic office manager.

Before you begin preparing any of these documents, you may wish to review the on-line help which 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 handout.
II. ELECTRONIC RTA (VE5)

The primary purpose of a Request for Travel Authorization (RTA) is to approve absence from headquarters for UT business reasons. The VE5 is an electronic RTA.

The VE5 is used to authorize employees for UT business travel. It may also be used for prospective employees, and students who are not currently appointed as employees. In addition, it has the option to encumber funds for travel expenditures.

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 (such as a unit head) signs on their own appointment account, the VE5 will route to the unit above for approval (such as from a dean or a vice president).

If the traveler is a prospective employee or a student who is not currently appointed as an employee, the VE5 will route to the account number which the creator lists in Section 3.

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

Foreign travel expenses and contracts account may also require additional approval.

Question: What do I need to get started?

Like paper RTAs, 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?
* Does the account require Governor’s approval for foreign travel?
* Does the account 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 "?” in that field, and press ENTER. A table of codes will appear.

The VE5 is organized in 5 parts: a cover sheet and four 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. Cover Sheet

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

*DEFINE REQUEST FOR TRAVEL AUTHORIZATION - VE5 Year 96 97
Command: VE5 Account: __________ Misc: _______________ Month: JUL

==============================================================================
Status:                     -- COVER SHEET --         Document ID: ___________
Action:  ___  Summary: __________________________________________________
Created: 07/23/97 by ACMJG -
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: __                                           _
_ 3 Account Information         No Cost to UT: 
_ 4 Define Codes (Optional)

-- 0 UT Austin       ------ PF1=Options ------ PF8=Exit ------ 7/23/97 11:16 AM --

1. To create a VE5, type "NEW" in the Action Field, and "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 need to know their number, type "?" in the VID number field and press ENTER). You may then choose from a list of VID numbers. If they do 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 appear listing their appointments with their titles. Select the appropriate title for the trip, and press ENTER. The Cover Sheet will then display their name, 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 their name, traveler type "E", and the title field will read "No Active Appt Rec". You may then type an appropriate title, OR you may change the traveler type (to "S" for student, or "P" for prospective employee). If you select one of these types, these titles will be filled in and may not be changed.

4. You may now proceed to the sections listed below. You may enter information from the Cover Sheet for the first two sections, or "X" each section to enter additional information. You must "X" Section 3 to enter account information unless there is no cost to UT. Section 4 is optional.
B. Section 1 - Destination

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:

<table>
<thead>
<tr>
<th>Nr</th>
<th>State</th>
<th>Code</th>
<th>City</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Alabama</td>
<td>AALAN</td>
<td>ANNISTON</td>
<td>CALHOUN</td>
</tr>
<tr>
<td>2</td>
<td>Alabama</td>
<td>AALAB</td>
<td>AUBURN</td>
<td>AUBURN</td>
</tr>
<tr>
<td>3</td>
<td>Alabama</td>
<td>AALBI</td>
<td>BIRMINGHAM</td>
<td>JEFFERSON</td>
</tr>
<tr>
<td>4</td>
<td>Alabama</td>
<td>AALDT</td>
<td>DOTHAN</td>
<td>HOUSTON</td>
</tr>
<tr>
<td>5</td>
<td>Alabama</td>
<td>AALFL</td>
<td>FLORENCE</td>
<td>LAUDERDALE</td>
</tr>
<tr>
<td>6</td>
<td>Alabama</td>
<td>AALG2</td>
<td>GULF SHORES</td>
<td>BALDWIN</td>
</tr>
<tr>
<td>7</td>
<td>Alabama</td>
<td>AALG3</td>
<td>GULF SHORES</td>
<td>BALDWIN</td>
</tr>
<tr>
<td>8</td>
<td>Alabama</td>
<td>AALG4</td>
<td>GULF SHORES</td>
<td>BALDWIN</td>
</tr>
<tr>
<td>9</td>
<td>Alabama</td>
<td>AALNT</td>
<td>HUNTSVILLE</td>
<td>MADISON</td>
</tr>
<tr>
<td>10</td>
<td>Alabama</td>
<td>AALMB</td>
<td>MOBILE</td>
<td>MOBILE</td>
</tr>
</tbody>
</table>

Destination codes consist of 5 letters: The first 2 letters are the state postal code and the next 3 letters represent the city. You can search for other codes in this window by typing the 2-letter state postal code in the "List City by Codes" field, and pressing ENTER. You may also search by county names.

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

![Request Form]

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.

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

3. If there are more than 3 destinations, type "X" next to the Section number, and press ENTER. A window will appear to allow more destinations.

![Destination Summary Table]

<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>

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.
C. Section 2 - Purpose, Benefit, and Disposition of Duties

>> You are currently authorized to view this document. <<

*DEFINE REQUEST FOR TRAVEL AUTHORIZATION - VE5 Year 96 97
Command: VE5 Account: ______________ Misc: ______________ Month: JUL
==============================================================================
Status: CREATED Summary: DOCUMENT IN PROGRESS
Action: ___ Template: ______________ Process Date: ______________
Created: 07/15/97 by ACGEM - MACPHERSON, GARRISON E
Travel Dates: Begin: 05/01/97 End: 05/05/97 Voucher Date: 07/15/97 DTN: _______
RTA Nbr: ______________ Designated HQ: UT AUSTIN
VID Number: 2464968385000 Name: VUONG, PHUOC NGOC
Traveler Type: E Title: > No Active Appt Rec <_
SECTIONS:
_ 1 Destination Code Locale Description
TXSAN I SAN ANTONIO, TX_______________
TXELP O EL PASO, TX___________________
ALANN O ANNISTON, AL_________________
_ 2 Purpose of Travel: __ +
| Benefits to UT: __ +
| Disposition of Duties: __ +
_ 3 Account Information No Cost to UT: _
_ 4 Define Codes (Optional)
-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 7/15/97 11:23 AM --

1. A two-numeral code is needed for each category. To see what codes are available, type "?" in the category field in question, and press ENTER. A list of codes will appear.

2. If there is more than 1 purpose, benefit, or disposition of duties, type "X" next to the Section number, and press ENTER. A window will appear to allow more.

REASONS FOR TRAVELING

Document ID: H0VE5999872 Section: 2 of 04
________________________________________________________________________
Purpose : __ +
|__________________________|
|__________________________|
|__________________________|
|__________________________|
|__________________________|
|__________________________|
Benefits to UT: __ +
|__________________________|
|__________________________|
|__________________________|
|__________________________|
|__________________________|
|__________________________|
Disposition of Duties: __ +
|__________________________|
|__________________________|
|__________________________|
3. If the purpose requires more detailed information, blank out the moreable (⊕) on the right and press ENTER. A window will appear allowing more detailed information.

NOTE: If you select a "99" code (for "other") for any of these categories, it will be necessary to blank out the moreable, and explain exactly what the "other" is.
**D. Section 3 - Account Information**

<table>
<thead>
<tr>
<th>Section Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TXSAN</td>
<td>SAN ANTONIO, TX</td>
</tr>
<tr>
<td>TXELP</td>
<td>EL PASO, TX</td>
</tr>
<tr>
<td>ALANN</td>
<td>ANNISTON, AL</td>
</tr>
</tbody>
</table>

### 1. Purpose of Travel:

- Benefits to UT: __
- Disposition of Duties: __

### 3. Account Information

<table>
<thead>
<tr>
<th>UT</th>
<th>Dept</th>
<th>Object</th>
<th>Account</th>
<th>Bill</th>
<th>Encumber</th>
<th>Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**TOTAL**

### Optional Expenditure Breakdown

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals</td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
</tr>
</tbody>
</table>

---

1. If there will be no expense to UT for this travel, just type "X" to the right of the "No Cost To UT", 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.

2. If there will be expenses to UT, type "X" next to the Section number, and press ENTER. The following screen will appear:
3. You must enter at least one account number for possible travel expenses. You also have the option of listing up to 5 accounts with corresponding amounts to be charged. Encumbrances are also an option and should also be indicated per account and amount.

4. You also have the option of breaking down the estimated expenditures by meals, lodging, transportation, and other. However, you do this (in the lower portion of the section), the total of amounts by account must equal the total of the expenditures breakdown.

NOTE: If the traveler does not have a current appointment (i.e. a prospective employee), it will be necessary to provide an account number in Section 3, so that the VE5 can route for approval.
E. Section 4 - Define Codes

Departments can keep their accounting records in *DEFINE and use this screen to code transactions. 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.

1. The Transaction Date will reflect the date the document was created. 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. Change this to "Y" for YES and the values will be audited to make sure they are valid for that field. This means that only values in the code scheme are accepted.
4. If the office manager has given the code fields 1 through 6 a heading title, then this is what will appear in the headings. If no title is assigned to the code field, then the field heading will read CODE 1, CODE 2, CODE 3, etc.

5. For each document transaction; 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 6 blank lines of various lengths. These lines are the code fields and they are numbered 1 through 6. Type 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 lines.

8. After you have typed information in the fields, press ENTER to update. Then, press ENTER again to return to the document cover sheet.

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. However you may change this summary if you wish.

After you have correctly verified the VE5, you may APProve this document. If everything is correct, the document status will become PROPOSED, and will route according to the traveler's appointments, and any accounts which may have been encumbered. Special routing has been designed to meet these needs. For more information, see the *DEFINE on-line glossary (PF10) and read the article entitled "RTA Routing".

Remember also that travel expenses on contract accounts, or foreign travel expenses on state funds may require additional approvals not included in the electronic routing.

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, however it cannot be used until the VE5 (or VE6) status is APPROVED.

Remember: There is a lot of on-line help is available:

> You can press PF6 from the Cover Sheet, or PF6 in any section, for assistance.

> You can type "?” in most fields for help.

> You can also press PF10 for an on-line glossary in *DEFINE to look up travel terms such as:

    Foreign Travel
    RTA
    RTA Routing
    Travel
III. ELECTRONIC RTA - CORRECTION DOCUMENT (VE6)

Sometimes authorized travel plans change before or during the trip. Certain changes require an amended RTA (VE6). These changes include:

* Dates of travel (more than 1 business day outside approved dates)
* Traveler's name or title
* Destinations
* Purposes of Travel
* Benefits to UT
* Dispositions of Duties
* Accounts requiring special approval (such as for foreign travel)
* Encumbrances
* Disencumbrances (especially if travel plans are canceled)

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

Changes to estimated expenses (or expense breakdown) do not require a VE6 because the original information was only considered an estimate. However, some departments may wish to document such changes using a VE6.

A VE6 is used to change an approved VE5. It may also be used to change a previously approved VE6. Note: a traveler may not be reimbursed until the most recent VE6 has been finally approved.

The VE6 follows the same rules and procedures as the VE5 and is organized in 5 parts: a cover sheet and four sections for additional information. These are designed to be worked in order.

NOTE: Because this is a correction document, you should only type information which needs to be changed.

Approval for travel is delegated to the employee's immediate supervisor. The VE6 will automatically route to employee's primary faculty appointment account, for a signature of approval. If a person (such as a unit head) signs on their own appointment account, the VE6 will route to the unit above for approval (such as from a dean or a vice president).

If the traveler is a prospective employee or a student who is not currently appointed as an employee, the VE6 will route to the account number which the creator lists in Section 3.

Accounts which are encumbered also require signature(s) of approval. If these differ from the appointment account signature, then the VE6 will also route to these accounts for approval.

Foreign travel expenses and contracts account may also require additional approval.
A. Cover Sheet

1. To create a VE6, type “NEW” in the Action Field, and “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 headquarters and return to headquarters), designated headquarters, the traveler's name, and traveler’s type (if they do not have a current appointment). You may also change any destinations, purpose of travel, benefit of travel, or disposition of duties that are listed on the cover sheet.

To change the traveler's name, type the new traveler's VID number. (If you need to know their number, type “?” in the VID number field and press ENTER. You may then choose from a list of VID numbers. If they do not have a number, one will have to be assigned before you can continue with this document).

3. If there are additional destinations, purposes, benefits, or dispositions of duties which you wish to add, change, or delete, you may now proceed to the sections listed below. If you need to view the available codes for any of these, type “?” in the appropriate field, and press ENTER.

4. You must “X” Section 3 if you are changing account information. You can change accounts, encumbrances, estimated amounts, and the amount breakdown.

5. You must “X” Section 4 if you wish to add *DEFINE Codes for new transactions, however you cannot use this section to change past information. You must use LMM commands to correct previous codes.
Electronic Travel Documents

B. Section 1 - Destination

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 Code   City      County         |            |
   | 1  Alabama   ALANN   ANNISTON   CALHOUN         |
   | 2  Alabama   ALAUB   AUBURN      AUBURN          |
   | 3  Alabama   ALBIR   BIRMINGHAM  JEFFERSON      |
   | 4  Alabama   ALDOT   DOTHAN     HOUSTON          |
   | 5  Alabama   ALFLO   FLORENCE   LAUDERDALE       |
   | 6  Alabama   ALGLF   GULF SHORES BALDWIN         |
   | 7  Alabama   ALGLF   GULF SHORES BALDWIN         |
   | 8  Alabama   ALGLF   GULF SHORES BALDWIN         |
   | 9  Alabama   ALHNT   HUNTSVILLE MADISON          |
   | 10 Alabama   ALMOB   MOBILE     MOBILE          |
   |                                                                           |
   | Press ENTER to Continue, CLEAR to cancel, PF2 to add city.              |
   +---------------------------------------------------------------------------+

Destination codes consist of 5 letters: The first 2 letters are the state postal code and the next 3 letters represent the city. You can search for other codes in this window by typing the 2-letter state postal code in the "List City by Codes" field, and pressing ENTER. You may also search by county names.

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.
2. If you wish to request a new code for the destination list, press PF2 while viewing the list. A window will appear from which you may make a request. These 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. |

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

3. If there are more than 3 destinations, type "X" next to the Section number, and press ENTER. A window will appear to allow more destinations.

<table>
<thead>
<tr>
<th>DESTINATION SUMMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document ID: H0VE69999902</td>
</tr>
<tr>
<td>---------------------</td>
</tr>
<tr>
<td>Destination Code</td>
</tr>
<tr>
<td>TXSAN</td>
</tr>
</tbody>
</table>
C. Section 2 - Purpose, Benefit, and Disposition of Duties

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Destination Code Locale Description</td>
</tr>
<tr>
<td>2</td>
<td>Purpose of Travel: Benefits to UT: Disposition of Duties:</td>
</tr>
<tr>
<td>3</td>
<td>Account Information No Cost to UT:</td>
</tr>
<tr>
<td>4</td>
<td>Define Codes (Optional)</td>
</tr>
</tbody>
</table>

1. A two-numeral code is needed for each category. To see what codes are available, type "?" in the category field in question, and press ENTER. A list of codes will appear.

2. If there is more than 1 purpose, benefit, or disposition of duties, type "X" next to the Section number, and press ENTER. A window will appear to allow more.
3. If the purpose requires more detailed information, blank out the moreable (*) on the right and press ENTER. A window will appear allowing more detailed information.

<table>
<thead>
<tr>
<th>&gt;&gt; You may update this &quot;additional comments&quot; section. &lt;&lt; AQNPVE5T</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Comments for Purpose of Travel</td>
</tr>
<tr>
<td>----------------------------------------------------------------</td>
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</table>

NOTE: If you select a "99" code (for "other") for any of these categories, it will be necessary to blank out the moreable, and explain exactly what the "other" is.
D. Section 3 - Account Information

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.

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

2. To change account information, type "X" next to the Section number, and press ENTER. A window will appear with account information from the VE5 (or most recently approved VE6).

<table>
<thead>
<tr>
<th>Account</th>
<th>UT Dept</th>
<th>Object Code</th>
<th>Last Amount Transacted</th>
<th>Last Amount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2612131475</td>
<td>X</td>
<td>0510</td>
<td>500.00</td>
<td>500.00</td>
<td>+</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>+</td>
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<tr>
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<td>+</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TOTAL 500.00</td>
</tr>
</tbody>
</table>

The first four columns of any previous information (Account, Dept Encumber, Object Code, and Last Amount Transacted) are protected. The last column (Amount) may be changed.
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 update your information. When you press ENTER again, it will audit your changes with any optional expenditure information:

> Total of amounts by account must equal estimated amounts << AQNPVE55

ACCOUNT INFORMATION - ENCUMBERED ACCOUNTS

No cost to UT: 

<table>
<thead>
<tr>
<th>Account Code</th>
<th>UT</th>
<th>Dept</th>
<th>Object Code</th>
<th>Last Amount Encumbered</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2612131450</td>
<td>X</td>
<td>0510</td>
<td></td>
<td>500.00</td>
<td>720.00</td>
</tr>
</tbody>
</table>

TOTAL 720.00

OPTIONAL EXPENDITURE BREAKDOWN

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals</td>
<td>100.00</td>
</tr>
<tr>
<td>Lodging</td>
<td>100.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>250.00</td>
</tr>
<tr>
<td>Other</td>
<td>50.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>500.00</td>
</tr>
</tbody>
</table>

Another example: if the last amount encumbered was $500.00, and you do not want any encumbrance, you would do this by typing 0.00 over the Amount listed to the right of the "Last Amount Transacted", thus creating a disencumbrance.

You may also add additional accounts (with the option of encumbering funds) if you wish.

NOTE: if the traveler does not have a current appointment (i.e. a prospective employee), it will be necessary to provide an account number in Section 3, 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, and/or other. You may enter these costs in the lower part of the screen. After entering this information, the window will balance all amounts you have entered, and indicate any errors (see example above).
E. Section 4 - Define Codes

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

NOTE: you cannot use the VE6 to change codes created with a VE5. These codes should be adjusted using the LMM commands. However, codes can be added for any new transactions which the VE6 creates.

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.

---

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

NOTE: you cannot use the VE6 to change codes created with a VE5. These codes should be adjusted using the LMM commands. However, codes can be added for any new transactions which the VE6 creates.

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.

---
1. The Transaction Date will reflect the date the document was created. The Month field is field is 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. Change this to "Y" for YES and the values will be audited to make sure they are valid for that field. This means that only values in the code scheme are accepted.

4. If the office manager has given the code fields 1 through 6 a heading title, then this is what will appear in the headings. If no title is assigned to the code field, then the field heading will read CODE 1, CODE 2, CODE 3, etc.

5. For each document transaction; 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 6 blank lines of various lengths. These lines are the code fields and they are numbered 1 through 6. Type 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 lines.

8. After you have typed information in the fields, press ENTER to update. Then, press ENTER again to return to the document cover sheet.

After you have changed all of the necessary information on the VE6, 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. However you may change this summary if you wish.

After you have correctly verified the VE6, you may APProve this document. If everything is correct, the document status will become PROPOSED, and will route according to the traveler's appointments, and any accounts which have been encumbered. Special routing has been designed to meet these needs. For more information, see the *DEFINE on-line glossary (PF10) and read the article entitled "RTA Routing".

The VE6 must be in an APPROVED status before a travel voucher (VP5) can be created.

Remember that travel expenses on contract accounts, or foreign travel expenses on state funds may require additional approvals not included in the electronic routing.

There is a lot of on-line help is available:

> You can press PF6 from the Cover Sheet, or in any section, for assistance.

> You can type "?" in most fields for help.

> You can also press PF10 for an on-line glossary in *DEFINE to look up travel terms.
IV. ELECTRONIC TRAVEL VOUCHER (VP5)

The electronic travel voucher is used to reimburse employees for business travel expenses, and to provide a detailed record of those expenses.

Because this document is linked to the RTA, changes, such as the traveler’s name, destination, or travel more than one business day outside of the approved travel dates, will require an amended RTA (VE6).

Before preparing a VP5, make sure you have the following:

- An approved RTA number
- Actual dates & times of travel
- Original travel receipts
- Mileages if personal car was used
- Account numbers to be charged
- Amounts to charge each account

The VP5 is divided in 6 parts: a cover sheet and five sections for detailed information. They are designed to be worked in order. The first 3 sections are for itemizing the expenses:

TRANSPORTATION
MEAL & LODGING
OTHER TRAVEL EXPENSES

You only need to use the sections for which you have expenses to be claimed.

Section 4 is used to generate transactions after the expenses have been itemized. In order to maintain integrity between the itemized expenses and the transactions, and in order to code everything correctly, the transactions are generated automatically by the VP5 when you go into Section 4. Most of the information displayed cannot be updated from this section.

Section 5 (Define Codes) is optional and should be used only after you are finished with the other sections.

There is extensive on-line help available for the cover sheet and each section by pressing PF6. There is also specific help available by typing a “?” in any field, and pressing ENTER.

After you have approved the document, a PRINT should be made for the traveler to sign (certifying that expenses are true and unpaid), and forwarded with any receipts to Payroll for processing.
A. **Cover Sheet**

<table>
<thead>
<tr>
<th>*DALPHB</th>
<th>TRAVEL PAYMENT VOUCHER - VP5</th>
<th>Year: 96 97</th>
</tr>
</thead>
<tbody>
<tr>
<td>Command: VP5</td>
<td>Account: __________</td>
<td>Misc: __________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Status:</th>
<th>-- COVER SHEET --</th>
<th>Document ID: __________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action: ___</td>
<td>Summary: DOCUMENT IN PROGRESS</td>
<td></td>
</tr>
<tr>
<td>Created: 071397 by AGIC</td>
<td>Format: 01___ Voucher Date: 071397</td>
<td></td>
</tr>
<tr>
<td>RTA Nbr: TV96000482</td>
<td>Partial/Complete: _ Check Distribution: U</td>
<td></td>
</tr>
<tr>
<td>Begin Date: 070197 Depart Time: 00 : 00 _ A/P</td>
<td>DTN: _______</td>
<td></td>
</tr>
<tr>
<td>End Date: 070797 Return Time: 00 : 00 _ A/P</td>
<td>State/Local: _</td>
<td></td>
</tr>
<tr>
<td>Vendor ID: 28887766666 001</td>
<td>Traveler Type: E</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td>103 HARE LANE</td>
<td></td>
</tr>
</tbody>
</table>

**SECTIONS:**
- _1. Transportation_ 0.00
- _2. Meals and Lodging_ 0.00
- _3. Other Travel_ 0.00
- _4. Line Items_ 0.00
- _5. Define Codes_ Total Travel Amount: 0.00 Total Payment Amount: 0.00

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 7/13/97 12:45 PM --

1) Type the action "NEW", the format "01" and the RTA number, then press ENTER. A new document will be created with information from the approved RTA.

The VP5 will "remember" information from the VE5 (or most recently approved VE6). It will fill in the name the traveler, the traveler type, and the beginning and end dates of the travel. It will also "remember" any encumbered accounts and any approved destinations, although this information is not displayed on the cover sheet.

2) Type the following information on the cover sheet:

- **Partial/Complete**
- **Check Distribution**
- **Depart Time** A/P
- **Return Time** A/P
You can also change the dates to any date within the RTA period, or one business day outside of it. For example, if the RTA dates were 120197 through 120697, but the traveler returned 2 days early, the dates should be 120197 through 120497.

You may also change the last 3 digits of the VID number to change the traveler's mailing address.

3) Proceed to the sections for which you have expenses to be claimed.
B. **Section 1 - Transportation**

1) Mark the field "X" to the left of Section 1 and press ENTER. A window will appear for itemizing transportation expenses by date, locale, type, point-to-point, and amount. If personal car is being claimed, a field is available for mileages (point-to-point).

```
>> Enter or Update Transportation information <<

**TRANSPORTATION**

<table>
<thead>
<tr>
<th>DATE</th>
<th>L</th>
<th>TYPE</th>
<th>FROM</th>
<th>TO</th>
<th>MILEAGE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Depart: 05/05/97 05:00 A  Return: 05/07/97 07:30 P  Total:
Press Enter to update; PF2 for more screens; PF4 to page backwards.
```

2) Type the date for each type of transportation cost. The date should be on each line; it may be the same date as the line before, depending on how many transportation amounts are being claimed for that day.

3) Type the locale code (for where the transportation occurs). The locale codes should be the same as the business destination. For example, if the business was out-of-state, then all of the locale codes should be for "O" (out-of-state).
4) Next, type the code for the transportation type. There should be a code for each line claimed. The most common transportation type codes are:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIR</td>
<td>Airline</td>
</tr>
<tr>
<td>RENT</td>
<td>Rental Car</td>
</tr>
<tr>
<td>CAR</td>
<td>Personal Car</td>
</tr>
<tr>
<td>TAXI</td>
<td>Cab or limo</td>
</tr>
</tbody>
</table>

If you need to see all codes which are available, type "?" and press ENTER.

5) Type the point-to-point locations "From" and "To". If these are between cities, the city name and state name should be listed. If these are between foreign cities, the city name and country name should be listed. If the point-to-point locations "From" and To" are WITHIN a city, then the name of the locations should be listed.

6) If the type of transportation is a personal car (CAR), then the mileages should be listed for each point-to-point the Official Mileage. If you need to see official mileages (also displayed on the GG2 screen), type "?" in the Mileage field, and press ENTER. A window will appear listing one way mileages from UT Austin. You can scroll through the list by pressing ENTER, or you can search for destinations by typing a city and state and pressing ENTER. You would then select the mileage you needed.

If for example, you needed the mileage from UT Austin to Dallas, Texas, you would select "04" from the table above, and press ENTER. Section 1 would reappear with the mileage of 191.9 in the mileage field.

If the point-to-points are within a city, use the traveler's records to list mileages. Mileages may be listed in tenths if necessary. For official mileages between cities other than UT Austin, please contact the Travel Desk in Payroll.

After the mileage field has been filled in, press ENTER. The screen will calculate the mileage amount based on the maximum rate per mile. You then have the option of claiming a lower amount if you wish.

7) If the transportation type is anything other than a personal car, list each cost in the amount field. If point-to-point travel is between cities, use the amount of each receipt. If point-to-point travel is within cities, use the traveler's records.

8) After you have completed all of the information in this section, the total transportation amount will appear in the lower right corner of the screen. Press ENTER to return to the Cover Sheet. The total amount of this section will be displayed to the right of "Transportation".
C. **Section 2 - Meals & Lodging**

~~~
*DALPHB*  
*TRAVEL PAYMENT VOUCHER - VP5*  
*Year: 96 97*

Command: VP5  
Account: __________  
Misc: __________  
Month: JUN

---

Status: -- COVER SHEET --  
Document ID: ____________

Action: ___  
Summary: ____________

Created: 062897 by ACGEM -  
Format : _____  
Voucher Date: ______  
Voucher Nbr: __________

Begin Date: ______  
Depart Time: __ : __ _ A/P  
End Date: ______  
Return Time: __ : __ _ A/P

Vendor ID: ___  
Address:

---

**SECTIONS:**  
_ 1. Transportation  
_ 2. **Meals and Lodging**  
_ 3. Other Travel  
_ 4. Line Items  
_ 5. Define Codes  

---

Total Travel Amount:

Total Payment Amount:

---

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 6/28/97 08:10 AM --

---

1) **Mark the field "X" to the left of Section 2 and press ENTER.** A window will appear for Meals & Lodging expenses.

```
>> Updates successful, ENTER to return or PF2 for more screens <<
MEALS AND LODGING Screen: 1 of 1 Section 2 of 5

Date   Account   Rule  Meals    Lodging    Total    Dest
------   --------   --    ---------  ---------  ---------  -----  

depart: 10/01/96 05:00 A Return: 10/10/96 11:00 P Total: 315.00
Press Enter to update; PF2 for more screens; PF4 to page backwards.
```

2) **Type the date for each meals & lodging expense.** The date should be on each line. It may be the same date as the line before, depending on how many accounts are being charged.

3) **Type the account number being charged for the date listed.** Note: It is important to be familiar with the meals and lodging rules for this account. To see an account number on the RTA, you can type "?" in this field to see the account(s).

4) **Type the amount of the actual meals and lodging expenses (within the allowable limits for the account).**
5) Type the 5-character destination code (where the lodging was located). Type "?" and ENTER to see available codes. The help window will first display the destination codes approved by the RTA. If you wish to see other codes, you may type "?" again to see domestic (or foreign) codes.

6) You may type "X" in the Exception field if you do not want the VP5 to audit the meals and lodging expenses within the limits. However, if you do this, an explanation will be required in *NOTES*.

8) When you have finished typing information, press ENTER. The screen will audit allowable expenses per account, assign a "Rule" number, and total the meals and lodging claims at the end of each line. It will also total all of the amounts at the bottom of the screen. Press ENTER again, to return to the Cover Sheet. The total amount for this section will be displayed to the right of "Meals & Lodging".

NOTE: Meals & Lodging may be claimed on more than one account per day, however separate vouchers must be prepared for state and local funds.
D. Section 3 - Other Expenses

1) Mark the field "X" to the left of Section 3 and press ENTER. A window will appear for travel expenses (other than transportation or meals & lodging).

2) Fill in the Type code, Locale code, Description, and Amount of each miscellaneous travel expense. If you need to know what codes are available, type "?" in the code field, and press ENTER.

3) After you have typed all of the information, press ENTER. The items will be totaled at the bottom of the screen. Press ENTER again, to return to the Cover Sheet. The total amount for this section will be displayed to the right of "Other Travel".
E. **Section 4 - Transactions**

This screen generates transactions based on information entered on the first 3 screens. These transactions are generated when the creator goes into Section 4.

1) **Mark the field "X" to the left of Section 4 and press ENTER.**

2) **This screen will assigns accounts, amounts, and object codes (with descriptions) to all of the transactions. Most of this information is protected and cannot be changed from this screen.**
3) Some information can be changed by the creator on this screen:
   Amounts of disencumbrances if the voucher is a "Partial".
   Account numbers for expenses other than disencumbrances or meals & lodging.

4) After reviewing this information, press ENTER, and return to the Cover Sheet. The Total Travel Amount (the total of the first 3 sections) should now equal the Total Payment Amount (the total of Section 4).

NOTE: If you should later change any information in the first 3 sections, you need to go back into Section 4 to regenerate transactions.
F. Section 5 - Define Codes

Departments have the option to keep their accounting records in *DEFINE using their own codes. This section displays in any *DEFINE codes which may have been entered on a VE5 (with the same RTA number).

Only the originating department can add department codes to a document. Processing departments are not able to update this section of the document.

Do not enter information in Section 5 (for department codes) until you are finished using Section 4. Otherwise, changes to Section 4 will wipe out information in Section 5.
1. The Transaction Date will reflect the date the document was created. The Month field is left is 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. Change this to "Y" for YES and the values will be audited to make sure they are valid for that field. This means that only values in the code scheme are accepted.

4. If the office manager has given the code fields 1 through 6 a heading title, then this is what will appear in the headings. If no title is assigned to the code field, then the field heading will read CODE 1, CODE 2, CODE 3, etc.

5. For each document transaction; 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 6 blank lines of various lengths. These lines are the code fields and they are numbered 1 through 6. Type 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 lines.

8. After you have typed information in the fields, press ENTER to update. Then, press ENTER again to return to the document cover sheet.
G. Final Procedures

After you have entered all of the necessary information, return to the cover sheet, type "VER" in the action field, and press ENTER. This will verify if all of the information is correct. If you have listed any destinations codes (in Section 2) which were not approved on the RTA, a window will appear requiring an explanation of why you listed other destinations:

>> Please enter a reason for the difference in destinations.<<
Destination on RTA: ASSYD ALANN TXELP

If everything is correct, type "APP" in the actions field (to approve the document), and press ENTER.

Once the document has been approved, make a print of the VP5. To do this, type "PRT" in the action field, and press ENTER. A window will appear offering you a choice of printing options:

If you would like an immediate copy of the document please enter the TID Number of the Printer where you would like the copy to be sent: ____

DOCUMENT ID: HUVP5999729

If you would like a formal copy of the document printed over night enter the LOGON ID of the person to receive it: _____

----- If you leave the TID and LOGON ID blank, the voucher will be sent to the screen you are working on.

The traveler must sign this print to certify that the expenses are true and unpaid. You should then obtain any other necessary signatures, attach any required receipts, and forward these to Payroll for processing.

The following original receipts are required with travel vouchers:

- Airline receipts
- Rental Car receipts
- Gasoline receipts
- Bus, Taxi, Train receipts (for travel between cities)
- Lodging receipts
- Meals receipts (when rules allow exceptions to limits)
- Registration receipts (if paid by the traveler).
- Miscellaneous expenses (for each allowable $25.00 or more item).
V. GLOSSARY OF TRAVEL TERMS

**Benefit**
This states HOW the business is of advantage to the University.

**Centralized Billing**
These are travel expenses (such as airfare) which UT will pay for when billed by a vendor. The traveler does not pay for these.

**Departure Time**
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 (since the airport is within the city limits).

**Destination**
This is the geographical location (City & State, or City & Country) of the University business.

**Disposition of Duties**
This is how the employee’s responsibilities at Headquarters will be met while the employee is traveling.

**Encumbrances**
These are amounts which are designated for certain purposes (such as a Centralized Billing), and may not be spent for any other purpose.

**Headquarters**
This is the city and state of the employee’s regular responsibilities.

**Inner-city Mileage**
These are personal car distances from point-to-point within a city, and are usually determined by the traveler (using an odometer).

**Locale**
This is the geographical area (such as In-state or Out-of-State, etc.) which is used to determine expenditure limits (such as meals).

**Official Mileage**
This is the distance between cities which is determined by the Payroll Office. Many mileages from Headquarters are on *DEFINE, GG2*

**Personal Car**
This is a vehicle which is owned (or leased) and used by the traveler.

**Purpose**
This states WHAT the travel business is.

**Return Time**
This is the hour and minutes an employee returns to Headquarters.

**RTA**
Request for Travel Authorization.

**Travel Management**
UT-Austin processing department for centrally billed airfare.

**U.S. Possessions**
These include Puerto Rico, the northern Marianas Islands, U.S. Virgin Islands, Guam, Midway Island, Wake Island, and American Samoa.

**VE5**
Electronic RTA

**VE6**
Electronic Amended RTA

**Vendor Identification (VID) Number**
These are 14-digit numbers assigned to persons or businesses receiving payments from the University.

**VP5**
Electronic Travel Voucher

**VP6**
Electronic Travel Voucher used by Travel Management
VI. 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

- **Texas Mileage Guide:**
- **Tutorial on Foreign Certification:** See [http://www.utexas.edu/business/accounting/slideshow/fortravelcert/foreigntravelcert.ppt](http://www.utexas.edu/business/accounting/slideshow/fortravelcert/foreigntravelcert.ppt)

C. Travel Desk

The Travel Desk 734/471-7821 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 734/471-6641 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 User Services 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 cumu@austin.utexas.edu