
Electronic Travel Documents

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Class Information

For more information on classes, including course profiles, take a look at *TXCLASS:
<http://dpweb1.dp.utexas.edu/txclass/>

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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

```
>> 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          -- COVER SHEET --          Document ID: H0VE5999851
Action: _____ Summary: DOCUMENT IN PROGRESS_____
Created: 07/15/97 by ACGEM - MACPHERSON, GARRISON E
Format: 01_____ Template: _____ Process Date:
Travel Dates: Begin: 070195 End: 070795 Voucher Date: 071597 DTN: _____
RTA Nbr: _____ Designated HQ: UT AUSTIN_____
VID Number: 24664968385000 Name: VUONG, PHUOC NGOC
Traveler Type: E          Title: > No Active Appt Rec <_
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 ----- 7/15/97 11:23 AM --
```

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
Code
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.

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

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          -- COVER SHEET --          Document ID: H0VE5999851
Action: _____ Summary: DOCUMENT IN PROGRESS_____
Created: 07/15/97 by ACGEM - MACPHERSON, GARRISON E
Format: 01_____ Template: _____ Process Date: _____
Travel Dates: Begin: 050197 End: 050597 Voucher Date: 071597 DTN: _____
RTA Nbr: _____ Designated HQ: UT AUSTIN_____
VID Number: 24664968385000 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: _____ +
                _____
                _____
                _____
                _____
    
```


D. Section 3 - Account Information

```

*DEFINE          REQUEST FOR TRAVEL AUTHORIZATION - VE5          Year 96 97
Command: VE5    Account: _____ Misc: _____          Month: JUL
=====
Status: CREATED          -- COVER SHEET --          Document ID: H0VE5999851
Action: _____ Summary: DOCUMENT IN PROGRESS_____
Created: 07/15/97 by ACGEM - MACPHERSON, GARRISON E
Format: 01_____ Template: _____ Process Date: _____
Travel Dates: Begin: 070195 End: 070795 Voucher Date: 071597 DTN: _____
RTA Nbr: _____ Designated HQ: UT AUSTIN_____
VID Number: 24664968385000 Name: VUONG, PHUOC NGOC
Traveler Type: E          Title: > No Active Appt Rec <_
SECTIONS:
  _ 1 Destination Code      Locale          Description
      TXSAN                I          SAN ANTONIO, TX_____
      TXELP                I          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. 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:

```

                                ACCOUNT INFORMATION
Document ID: H0VE5999872          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
    
```

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

```

*DEFINE          REQUEST FOR TRAVEL AUTHORIZATION - VE5          Year 96 97
Command: VE5     Account: _____ Misc: _____          Month: JUL
=====
Status: CREATED          -- COVER SHEET --          Document ID: H0VE5999851
Action: _____ Summary: DOCUMENT IN PROGRESS_____
Created: 07/15/97 by ACGEM - MACPHERSON, GARRISON E
Format: 01_____ Template: _____ Process Date: _____
Travel Dates: Begin: 070197 End: 070797 Voucher Date: 071597 DTN: _____
RTA Nbr: _____ Designated HQ: UT AUSTIN_____
VID Number: 24664968385000 Name: VUONG, PHUOC NGOC
Traveler Type: E          Title: > No Active Appt Rec <_
SECTIONS:
  _ 1 Destination Code  Locale          Description
      TXSAN             I             SAN ANTONIO, TX_____
      TXELP             I             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 --
    
```

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.

```

+-----+
| Action: _____ DEPARTMENT CODES          Section 04 of 04 |
|-----+-----+-----+-----+-----+-----+-----+-----+
| Transaction Date: _____ Month: _____ Start at Account: _____ |
|                                          Audit Codes? N |
| ACCT NBR  LEDGER DESCRIPTION          TYPE          AMOUNT  D/C |
| CODE 1   CODE 2   CODE 3   CODE 4     CODE 5     CODE 6 |
| DTN     TAG A    TAG B    COMMENTS |
|-----+-----+-----+-----+-----+-----+-----+-----+
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |
|-----+-----+-----+-----+-----+-----+-----+-----+
+-----+
    
```

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

```

*DEFINE          CORRECTION DOCUMENT FOR THE RTA - VE6          Year 96 97
Command: VE6     Account: _____ Misc: _____          Month: JUL
=====
Status: CREATED          -- COVER SHEET --          Document ID: H0VE6999930
Action: _____ Summary: 970501 - ARTHUR, KING - LOS ANGELES, CA _____
Created: 07/22/97 by ACGEM - MACPHERSON, GARRISON E
Format: 01_____ Template: _____ Process Date: _____
Travel Dates: Begin: 050197 End: 050597 Voucher Date: 072297 DTN: _____
RTA Nbr: TV96000285 Designated HQ: UT AUSTIN _____
VID Number: 24539525576000 Name: ARTHUR, KING EDUARDO
Traveler Type: E Title: PROFESSOR _____
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 ----- 7/22/95 11:41 AM --
    
```

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.

B. Section 1 - Destination

```

*DEFINE          CORRECTION DOCUMENT FOR THE RTA - VE6          Year 96 97
Command: VE6     Account: _____ Misc: _____          Month: JUL
=====
Status: CREATED          -- COVER SHEET --          Document ID: H0VE6999930
Action: _____ Summary: 950501 - ARTHUR, KING - LOS ANGELES, CA _____
Created: 07/22/97 by ACDEM - MACPHERSON, GARRISON E
Format: 01_____ Template: _____ Process Date: _____
Travel Dates: Begin: 050197 End: 050597 Voucher Date: 072297 DTN: _____
RTA Nbr: TV96000285 Designated HQ: UT AUSTIN _____
VID Number: 24539525576000 Name: ARTHUR, KING EDUARDO
Traveler Type: E Title: PROFESSOR _____
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 ----- 7/22/97 11:41 AM --
    
```

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
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.

DESTINATION SUMMARY		
Document ID: HOVE6999902	SECTION: 1 of 04	

Destination Code	Locale Code	Destination
TXSAN	I	SAN ANTONIO, TX_____
_____	-	_____
_____	-	_____
_____	-	_____
_____	-	_____
_____	-	_____
_____	-	_____
_____	-	_____
_____	-	_____

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

```

*DEFINE          CORRECTION DOCUMENT FOR THE RTA - VE6          Year 96 97
Command: VE6     Account: _____ Misc: _____          Month: JUL
=====
Status: CREATED          -- COVER SHEET --          Document ID: F0VE6999930
Action: _____ Summary: 950501 - ARTHUR, KING - LOS ANGELES, CA _____
Created: 07/22/97 by ACGEM - MACPHERSON, GARRISON E
Format: 01_____ Template: _____ Process Date: _____
Travel Dates: Begin: 050197 End: 050597 Voucher Date: 072597 DTN: _____
RTA Nbr: TV96000285 Designated HQ: UT AUSTIN _____
VID Number: 24539525576000 Name: ARTHUR, KING EDUARDO
Traveler Type: E Title: PROFESSOR _____
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 ----- 7/22/97 11:41 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: F0VE6999930          Section: 2 of 04
-----
Purpose : _____          +
      _____
      _____
      _____
Benefits to UT: _____          +
      _____
      _____
      _____
Disposition of Duties: _____          +
      _____
      _____
      _____
    
```


D. Section 3 - Account Information

```

*DEFINE          CORRECTION DOCUMENT FOR THE RTA - VE6          Year 96 97
Command: VE6    Account: _____ Misc: _____          Month: JUL
=====
Status: CREATED          -- COVER SHEET --          Document ID: H0VE6999930
Action: _____ Summary: 950501 - ARTHUR, KING - LOS ANGELES, CA _____
Created: 07/22/97 by ACGEM - MACPHERSON, GARRISON E
Format: 01_____ Template: _____ Process Date: _____
Travel Dates: Begin: 050197 End: 050597 Voucher Date: 072297 DTN: _____
RTA Nbr: TV96000285 Designated HQ: UT AUSTIN _____
VID Number: 24539525576000 Name: ARTHUR, KING EDUARDO
Traveler Type: E Title: PROFESSOR _____
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  ----- PFl=Options ----- PF8=Exit ----- 7/22/97 11:41 AM --
    
```

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).

```

          ACCOUNT INFORMATION - ENCUMBERED ACCOUNTS
Document ID: H0VE6999870          Section: 3 of 04
-----
No cost to UT: _

Account      UT      Dept      Object      Last Amount      Amount
            Bill  Encumber  Code        Transacted
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
    
```

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
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
    
```

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

```

*DEFINE          CORRECTION DOCUMENT FOR THE RTA - VE6          Year 96 97
Command: VE6    Account: _____ Misc: _____          Month: JUL
=====
Status: CREATED          -- COVER SHEET --          Document ID: H0VE6999930
Action: _____ Summary: 970501 - ARTHUR, KING - LOS ANGELES, CA _____
Created: 07/22/97 by ACGEM - MACPHERSON, GARRISON E
Format: 01_____ Template: _____ Process Date: _____
Travel Dates: Begin: 050197 End: 050597 Voucher Date: 072297 DTN: _____
RTA Nbr: TV96000285 Designated HQ: UT AUSTIN _____
VID Number: 24539525576000 Name: ARTHUR, KING EDUARDO
Traveler Type: E Title: PROFESSOR _____
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 ----- 7/22/97 11:41 AM --
    
```

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.

```

+-----+
| Action: _____ DEPARTMENT CODES Section 04 of 04 |
|-----+-----+-----+-----+-----+-----+-----+
| Transaction Date: _____ Month: _____ Start at Account: _____ |
| Audit Codes? N |
| ACCT NBR LEDGER DESCRIPTION TYPE AMOUNT D/C |
| CODE 1 CODE 2 CODE 3 CODE 4 CODE 5 CODE 6 |
| DTN TAG A TAG B COMMENTS |
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |
|-----+-----+-----+-----+-----+-----+-----+
    
```

1. The Transaction Date will reflect the date the document was created. The Month 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

```

*DALPHB          TRAVEL PAYMENT VOUCHER - VP5          Year: 96 97
Command: VP5     Account: _____ Misc: _____ Month: JUL
=====
Status:          -- COVER SHEET --          Document ID: _____
Action: _____ Summary:
Created: 062897 by ACGEM -
Format : _____ Voucher Date: _____ Voucher Nbr:
RTA Nbr: _____ Partial/Complete: _ Check Distribution: _
Begin Date: _____ Depart Time: __ : __ _ A/P DTN: _____
End Date: _____ Return Time: __ : __ _ A/P State/Local: _
Vendor ID: _____ Traveler Type:

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 ----- PFl=Options ----- PF8=Exit ----- 7/13/97 12:44 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.

```

>> Select a document or a new action and press enter to continue <<
*DALPHB          TRAVEL PAYMENT VOUCHER - VP5          Year: 96 97
Command: VP5     Account: _____ Misc: TV94000482_____ Month: JUL
=====
Status: CREATED          -- COVER SHEET --          Document ID: H0VP5999811
Action: _____ Summary: DOCUMENT IN PROGRESS
Created: 071397 by ACIC - GOSS, M JANE R
Format : 01_____ Voucher Date: 071397          Voucher Nbr:
RTA Nbr: TV96000482 Partial/Complete: _ Check Distribution: U
Begin Date: 070197 Depart Time: 00 : 00 _ A/P DTN: _____
End Date: 070797 Return Time: 00 : 00 _ A/P State/Local: _
Vendor ID: 28887766666 001 Traveler Type: E
          BUNNY, BUGS
Address: 103 HARE LANE

          TOONSVILLE , CA 97488
SECTIONS:  _ 1. Transportation          0.00
            _ 2. Meals and Lodging      0.00
            _ 3. Other Travel           0.00
            _ 4. Line Items
            _ 5. Define Codes      Total Travel Amount:          0.00
                                   Total Payment Amount:          0.00

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

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

```

*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:
RTA Nbr: _____ Partial/Complete: _ Check Distribution: _
Begin Date: _____ Depart Time: _ : _ _ A/P DTN: _____
End Date: _____ Return Time: _ : _ _ A/P State/Local: _
Vendor ID: _____ Traveler Type:

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 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                               |
|                               Screen: 1 of 1   |
|                               Section 1 of 5   |
|-----+-----+-----+-----+-----+-----|
| DATE  L  TYPE  FROM      TO      MILEAGE  AMOUNT  |
|-----+-----+-----+-----+-----+-----|
| _____|_____|_____|_____|_____|_____|
| _____|_____|_____|_____|_____|_____|
| _____|_____|_____|_____|_____|_____|
| _____|_____|_____|_____|_____|_____|
| _____|_____|_____|_____|_____|_____|
| _____|_____|_____|_____|_____|_____|
| _____|_____|_____|_____|_____|_____|
| _____|_____|_____|_____|_____|_____|
| _____|_____|_____|_____|_____|_____|
| _____|_____|_____|_____|_____|_____|
| _____|_____|_____|_____|_____|_____|
| _____|_____|_____|_____|_____|_____|
| _____|_____|_____|_____|_____|_____|
| _____|_____|_____|_____|_____|_____|
| _____|_____|_____|_____|_____|_____|
| _____|_____|_____|_____|_____|_____|
| _____|_____|_____|_____|_____|_____|
| _____|_____|_____|_____|_____|_____|
|-----+-----+-----+-----+-----+-----|
| 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:

AIR	Airline	RENT	Rental Car
CAR	Personal Car	TAXI	Cab or limo

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.

```

+-----+
|                                     |
|           Mileage Table,           |
|           Enter Your Selection     |
| Section:  __                       |
| Starting Point - City: _____ |
|                               State:  __ |
|=====|
|           City           State      Mileage |
|-----|
| 1 CROCKETT              TEXAS      173.3 |
| 2 CRYSTAL CITY          TEXAS      189.8 |
| 3 DALHART                TEXAS      556.2 |
| 4 DALLAS                 TEXAS      191.9 |
| 5 DEL RIO                TEXAS      232.0 |
| 6 DENTON                 TEXAS      222.9 |
| 7 EDINBURG              TEXAS      289.9 |
| 8 EDNA                  TEXAS      127.7 |
| 9 EL PASO                TEXAS      571.8 |
|10 FORT DAVIS            TEXAS      422.6 |
|-----|
+-----+
    
```

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:
RTA Nbr: _____ Partial/Complete: _ Check Distribution: _
Begin Date: _____ Depart Time: __ : __ _ A/P DTN: _____
End Date: _____ Return Time: __ : __ _ A/P State/Local: _
Vendor ID: _____ Traveler Type:

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 Ex |
|-----+-----+-----+-----+-----+-----+-----+|
| _____|_____||_____||_____||_____||_____||_____|||
| _____|_____||_____||_____||_____||_____||_____|||
| _____|_____||_____||_____||_____||_____||_____|||
| _____|_____||_____||_____||_____||_____||_____|||
| _____|_____||_____||_____||_____||_____||_____|||
| _____|_____||_____||_____||_____||_____||_____|||
| _____|_____||_____||_____||_____||_____||_____|||
| _____|_____||_____||_____||_____||_____||_____|||
| _____|_____||_____||_____||_____||_____||_____|||
| _____|_____||_____||_____||_____||_____||_____|||
| _____|_____||_____||_____||_____||_____||_____|||
|-----+-----+-----+-----+-----+-----+-----+|
| 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*.

```

+-----+
>> 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  Ex
+-----+
100196 2612121275 05      10.00      50.00      60.00 TXSAN  _
100296 2612121275 05      15.00      50.00      65.00 TXSAN  _
100396 2612121275 05      12.75      50.00      62.75 TXSAN  _
100496 2612121275 05      22.00      50.00      72.00 TXSAN  _
100596 2602017575 03      20.00      44.50      64.50 ALANN  _
100696 2602017575 03      15.00      50.00      65.00 ALANN  _
100796 2602017575 03      18.25      _____  18.25 ALANN  _
_____
_____
_____
_____
_____
_____
_____
_____
+-----+
Depart: 10/01/96 05:00 A Return: 10/10/96 11:00 P      Total:      407.50
Press Enter to update; PF2 for more screens; PF4 to page backwards.
+-----+

```

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

```

*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:
RTA Nbr: _____ Partial/Complete: _ Check Distribution: _
Begin Date: _____ Depart Time: __ : __ _ A/P DTN: _____
End Date: _____ Return Time: __ : __ _ A/P State/Local: _
Vendor ID: _____ Traveler Type:

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 ----- Pfl=Options ----- PF8=Exit ----- 6/28/97 08:10 AM --
    
```

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.

```

+-----+
|>> Enter or Update Other Expense information <<|
| Other Travel Expenses Screen 1 of 1 Section 3 of 5 |
|-----+-----+-----+-----+|
| Type L Description Amount |
|-----+-----+-----+-----+|
| | | | |
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| | | | |
| | | | |
|-----+-----+-----+-----+|
| Depart: 05/05/97 05:00 Return: 05/07/97 07:30 Total: |
| Press Enter to update; PF2 for more screens; PF4 to page backwards. |
|-----+-----+-----+-----+|
    
```

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

```

*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:
RTA Nbr: _____ Partial/Complete: _ Check Distribution: _
Begin Date: _____ Depart Time: __ : __ - A/P DTN: _____
End Date: _____ Return Time: __ : __ - A/P State/Local: _
Vendor ID: _____ Traveler Type:

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 ----- Pfl=Options ----- PF8=Exit ----- 6/28/97 08:10 AM --
    
```

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.

```

+-----+
|>> Enter or update Transactions <<
|Begin at acct: _____
|Entries: 6
|
|ACCOUNT D/C OBJ AMOUNT SERVICE DATES
|2612131475 C EN 0510 200.00 070197 070797 >
|OBJ DESCR: Encumbrance/Disencumbrance
|2612131475 D EX 1201 50.00 070197 070797 >
|OBJ DESCR: Public Transportation
|2612131475 D EX 1222 28.00 070197 070797 >
|OBJ DESCR: Personal Car Mileage
|2612131475 D EX 1221 100.00 070197 070797 >
|OBJ DESCR: Public Transportation
|2612131475 D EX 1204 110.00 070197 070797 >
|OBJ DESCR: Food and Lodging - Actual expe
|2612131475 D EX 1209 5.00 070197 070797 >
|OBJ DESCR: Parking Fees
|
|_____ - _____ +
|OBJ DESCR: _____ +
|_____ - _____ +
+-----+
    
```

- 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

```

*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:
RTA Nbr: _____ Partial/Complete: _ Check Distribution: _
Begin Date: _____ Depart Time: __ : __ _ A/P DTN: _____
End Date: _____ Return Time: __ : __ _ A/P State/Local: _
Vendor ID: _____ Traveler Type:

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 ----- Pfl=Options ----- PF8=Exit ----- 6/28/97 08:10 AM --
    
```

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.

```

+-----+
| Action: _____ DEPARTMENT CODES Section 05 of 05 |
|-----|
| Transaction Date: _____ Month: _____ Start at Account: _____ |
| Audit Codes? N |
| ACCT NBR LEDGER DESCRIPTION TYPE AMOUNT D/C |
| CODE 1 CODE 2 CODE 3 CODE 4 CODE 5 CODE 6 |
| DTN TAG A TAG B COMMENTS |
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |
|-----+
    
```

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: H0VP5999729 |
| 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	<i>This states HOW the business is of advantage to the University.</i>
Centralized Billing	<i>These are travel expenses (such as airfare) which 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 (since the airport is within the city limits).</i>
Destination	<i>This is the geographical location (City & State, or City & Country) of the University business.</i>
Disposition of Duties	<i>This is how the employee's responsibilities at Headquarters will be met while the employee is traveling.</i>
Encumbrances	<i>These are amounts which are designated for certain purposes (such as a Centralized Billing), and may not be spent for any other purpose.</i>
Headquarters	<i>This is the city and state of the employee's regular responsibilities.</i>
Inner-city Mileage	<i>These are personal car distances from point-to-point <u>within</u> a city, and are usually determined by the traveler (using an odometer).</i>
Locale	<i>This is the geographical area (such as In-state or Out-of-State, etc.) which is used to determine expenditure limits (such as meals).</i>
Official Mileage	<i>This is the distance between cities which is determined by the Payroll Office. Many mileages from Headquarters are on *DEFINE, GG2</i>
Personal Car	<i>This is a vehicle which is owned (or leased) and used by the traveler .</i>
Purpose	<i>This states WHAT the travel business is.</i>
Return Time	<i>This is the hour and minutes an employee returns to Headquarters.</i>
RTA	<i>Request for Travel Authorization.</i>
Travel Management	<i>UT-Austin processing department for centrally billed airfare.</i>
U.S. Possessions	<i>These include Puerto Rico, the northern Mariana Islands, U.S. Virgin Islands, Guam, Midway Island, Wake Island, and American Samoa.</i>
VE5	<i>Electronic RTA</i>
VE6	<i>Electronic Amended RTA</i>
Vendor Identification (VID) Number	<i>These are 14-digit numbers assigned to persons or businesses receiving payments from the University.</i>
VP5	<i>Electronic Travel Voucher</i>
VP6	<i>Electronic Travel Voucher used by Travel Management</i>

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

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