Travel Authorization Corrections (VE6)

How to create and process VE6 Documents
Travel Authorization Corrections

Basic Concepts

How to create a Travel Authorization Correction

Travel Resources
BASIC CONCEPTS

Primary Purpose –
Change any approved travel plans before reimbursing a traveler

Secondary Purpose –
Disenencumber any travel funds for a trip which is being cancelled
BASIC CONCEPTS

Routes first to primary academic appointment (for UT employees) – to approve absence from headquarters

Routes next to all encumbered accounts – to approve any changes to accounts which may be used for travel reimbursements
BASIC CONCEPTS

Who uses a VE6 document?

- UT Employees
- UT Students
- Non-Employees
- Prospective Employees
BASIC CONCEPTS

A VE6 document copies all of the information from the most recently approved RTA (whether it is a VE5 or a VE6 document).

*Only the new information is what needs to be changed.*
BASIC CONCEPTS

A VE6 can change:
dates of travel
traveler’s name and their mail code
destinations
purpose, benefits,
disposition of duties,
information about Washington, D.C.
accounts and/or amounts.
BASIC CONCEPTS

Some new destinations require special information to approve an RTA:

✓ Travel to Washington, D.C.
✓ Foreign travel on state funds

International travel to restricted regions must be approved by the International Oversight Committee.
The International Oversight Committee (IOC), appointed by the President, has been established to develop guidelines and formulate policies to maintain the health and safety of University of Texas at Austin students, faculty and staff who study or conduct research and/or business internationally. The IOC is chaired by the Vice Provost for International Programs and reports to the Provost. Committee members consist of representatives from across campus, including academic leaders, faculty members and international travel and risk specialists. The committee meets each semester as required to review and discuss policies.

**IOC Members**

1. Vice Provost for International Programs (Chair)
2. International Risk Analyst
3. Director, Travel Management Services
4. Deputy to the President
5. Representative, Office of the Vice President for Research
6. Representative, Office of the Dean of Students
7. Representative, Graduate School
8. Representative, School of Undergraduate Studies
9. Representative, College of Liberal Arts

**IOC Advisory Council**

1. Associate Vice President for Campus Safety and Security
2. Director, Study Abroad Office
3. Representative, Office of the Vice President for Legal Affairs
4. Representative, University Health Services
5. Representative, UT System Office of Risk Management
Faculty Travel Grant information

• The Faculty Travel Grant account should be listed on the RTA if it is being used, but must be separately approved by the Faculty Travel Grant coordinator.

Faculty Travel Grant Program

General Information

Eligible faculty will be guaranteed up to $1,200 per academic year for travel expenses to present original papers at scholarly and professional meetings. This includes reimbursement for all allowable travel related expenses (such as lodging, meals, transportation and registration, which are non-taxable reimbursements), and can also be used to cover extra childcare expenses incurred because of the travel (a taxable reimbursement). An approved “Request for Travel Authorization” (RTA) must be on file prior to making the travel. Funds may be used for foreign or domestic travel.

Eligibility

All tenured and tenure-track faculty members (Professor, Associate Professor, Assistant Professor and Instructor) and emeritus faculty are eligible. Senior Lecturers and Distinguished Senior Lecturers with at least five years of service at UT Austin are also eligible. Visiting, adjunct, research and clinical faculty, specialists, lecturers, classified personnel, and other non-teaching staff are ineligible.

Travel Grant Questions?
Contact Maggie Keeshen
mkeeshen@mail.utexas.edu
Phone: (512) 232-3608

Application Forms

New! Apply Online

Paper Application Form

The paper application form may be completed, printed and submitted with supporting documents by campus mail to
Maggie Keeshen
Faculty Travel Grants
Main Building 101, G0400
BASIC CONCEPTS

UT Employees and students may cancel trips by entering 0.00 for all encumbered accounts in Section 3.

Non-employees and prospective employees may cancel trips by entering 1 cent (0.01) for all encumbered accounts. This will be automatically disencumbered 60 days after the travel end date.
How to Create a Travel Correction

You must be authorized with Update or Super status for the **VE6** command.

You must also use the official travel rules and regulations when completing this document:

[Handbook of Business Procedures, Part 11](#)

[Travel Rules and Regulations Slideshow](#)
How to Create a Travel Correction

1) Type **new** in the **Action** field.

2) Type 01 in the Format field.

3) Type the approved RTA number in the RTA number field.

4) Press ENTER.
>> Enter additional information or enter an ACTION. <<

*DEFINE           CORRECTION DOCUMENT FOR THE RTA - VE6      Year  11 12
Command: VE6    Account: __________    Misc: _______________    Month: SEP
==============================================================================
Status: -- COVER SHEET --    Document ID: ____________
Action: ___    Summary: __________________________________________________
Created: 09/24/11 by ACGEM -
Format: _____    Template:                 Process Date:
Travel Dates: Begin: _____    End: _____    Voucher Date: _____    DTN: _________
RTA Nbr: _______    Designated HQ: ______________________________
Vendor ID:   UT EID: ________    MC: ___    Name:
Traveler Type: _    Title: _______________________    State VID:
SECTIONS:
_ 1 Destination Code    Locale    Description
     ______
_ 2 Purpose of Travel: _
     Benefits to UT: ___
     Disposition of Duties: __
_ W Washington DC Travel:
_ 3 Account Information    No Cost to UT: ___
_ 4 Define Codes (Optional) _ 5 Traveling with Students:

-- 0 UT Austin  ------ PF1=Options ------ PF8=Exit ------ 9/24/11 09:42 AM --
Travel Correction

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

*DEFINE           CORRECTION DOCUMENT FOR THE RTA - VE6

Command: VE6    Account: __________    Misc: _______________       Month: SEP

==============================================================================
Status: --  COVER SHEET  --  Document ID: ___________
Action: NEW   Summary: __________________________________________________
Created: 09/24/11 by ACGEM -  Format: 01___  Template:                 Process Date: 
Travel Dates: Begin: ______ End: ______  Voucher Date: ______  DTN: _______  RTA Nbr: TV11601885   Designated HQ: ______________________________
Vendor ID:   UT EID: ________ MC: ___   Name:  Traveler Type: _  Title: _______________________  State VID:

<table>
<thead>
<tr>
<th>SECTIONS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>_ 1 Destination Code    Locale             Description</td>
</tr>
<tr>
<td>_ 2 Purpose of Travel:</td>
</tr>
<tr>
<td>Benefits to UT:</td>
</tr>
<tr>
<td>Disposition of Duties:</td>
</tr>
<tr>
<td>_ W Washington DC Travel:</td>
</tr>
<tr>
<td>_ 3 Account Information No Cost to UT: _</td>
</tr>
<tr>
<td>_ 4 Define Codes (Optional) _ 5 Traveling with Students:</td>
</tr>
</tbody>
</table>

Type **NEW** in the **Action** field.
Type **01** in the **Format** field.
**RTA Number** in the field.

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 9/24/11 09:42 AM --
Travel Correction

>>CREATION OF DOCUMENT X0VE6994821 SUCCESSFULLY COMPLETED; CONTINUE<<

*DEFINE CORRECTION DOCUMENT FOR THE RTA - VE6 Year 11 12
Command: VE6 Account: __________ Misc: _______________ Month: SEP
==============================================================================
Status: CREATED -- COVER SHEET --
Action: ___ Summary: DOCUMENT IN PROGRESS______________________________
Createn: 09/24/11 by ACGRM - MARRT, GARY E
Format: 01____ Template: __________________________ Process Date:
Travel Dates: Begin: 092511 End: 100811 Voucher Date: 082410
RTA Nbr: TV11601885 Designated HQ: UT AUSTIN_____________________
Vendor ID: 2 UT EID: isa555__ MC: 000 Name: NEWTON, ISAAC
Traveler Type: E Title: PROFESSOR______________  State VID: 25444444444
SECTION:
<table>
<thead>
<tr>
<th>1 Destination Code</th>
<th>Locale</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHBEI</td>
<td>F</td>
<td>BEIJING, CH</td>
</tr>
<tr>
<td>CODEN</td>
<td>O</td>
<td>DENVER, CO</td>
</tr>
</tbody>
</table>

| 2 Purpose of Travel: | 01 Attend meeting, conference, etc. | > |
| Benefits to UT:     | 01 Help accomplish research objectives. | > |
| Disposition of Duties: | 01 No classes missed. | > |
| W Washington DC Travel: | + |

X _ 3 Account Information: No Cost to UT: _

X _ 4 Define Codes (Optional) X _ 5 Traveling with Students: N

All information is copied in from the most recently approved VE5 or VE6 with this RTA number.
Often account information changes because other funds are needed or a trip is being cancelled. This is done in Section 3.
In Section 3, you can change amounts or add more account numbers. You cannot remove accounts, object codes, or last amounts transacted.
Travel Correction

Update successful, press ENTER to return <<

ACCOUNT INFORMATION

Document ID: X0VE6994821                                   Section: 3 of 05
---------------------------------------------------------------------------
No cost to UT: _

<table>
<thead>
<tr>
<th>Account</th>
<th>Code</th>
<th>Transacted</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>30000066051</td>
<td></td>
<td>1200.00</td>
<td>1200.00</td>
</tr>
<tr>
<td>1955555575</td>
<td>0510</td>
<td>400.00</td>
<td>400.00</td>
</tr>
<tr>
<td>2600000077</td>
<td>0510</td>
<td>2000.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>TOTAL</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1600.00</td>
</tr>
</tbody>
</table>

OPTIONAL EXPENDITURE BREAKDOWN

MEALS
LODGING
TRANSPORTATION
OTHER
TOTAL

Change an amount to 0.00 to disencumber the account.
No cost to UT: _

<table>
<thead>
<tr>
<th>Account</th>
<th>Code</th>
<th>Transacted</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3000066051</td>
<td></td>
<td>0510</td>
<td>400.00</td>
</tr>
<tr>
<td>1955555575</td>
<td>0510</td>
<td>2000.00</td>
<td>0.00</td>
</tr>
<tr>
<td>2600000077</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>1600.00</td>
</tr>
</tbody>
</table>

**Note:** All outstanding encumbrances will automatically disencumber 60 days beyond the travel end date.

Change an amount to 0.00 to disencumber the account.
| Action: ___ | DEPARTMENT CODES | Section 04 of 05 |
|---------------------------------|
| Transaction Date: 092411 Month: ___ | Start at Account: ________ |
| Audit Codes? N |

<table>
<thead>
<tr>
<th>ACCT NBR</th>
<th>LEDGER DESCRIPTION</th>
<th>TYPE</th>
<th>AMOUNT</th>
<th>D/C</th>
</tr>
</thead>
<tbody>
<tr>
<td>CODE 1</td>
<td>CODE 2</td>
<td>CODE 3</td>
<td>CODE 4</td>
<td>CODE 5</td>
</tr>
<tr>
<td>DTN</td>
<td>TAG A</td>
<td>TAG B</td>
<td>COMMENTS</td>
<td></td>
</tr>
<tr>
<td>1 2600000077</td>
<td>NEWTON, ISAAC__________</td>
<td>EN</td>
<td>2,000.00</td>
<td>C</td>
</tr>
</tbody>
</table>

Section 4 is available for new transactions.
Travel Correction

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

*DEFINE           CORRECTION DOCUMENT FOR THE RTA - VE6

Command: VE6    Account: __________    Misc: _______________       Month: SEP

==============================================================================
Status: CREATED

-- COVER SHEET --
Action: VER   Summary: DOCUMENT IN PROGRESS______________________________

Created: 09/24/11 by ACGEM - MARTT, GARY E

Format: 01___  Template:                 Process Date:

Travel Dates: Begin: 092511 End: 100811  Voucher Date: 092411  DTN: _______

RTA Nbr: TV11601885   Designated HQ: UT AUSTIN_____________________
Vendor ID: 2 UT EID: isa555__ MC: 000   Name: NEWTON, ISAAC
Traveler Type: E  Title: PROFESSOR__________________  State VID: 25444444444

SECTIONS:

_ 1 Destination Code   Locale             Description
   CHBEI          F       BEIJING, CH
   CODEN          O       DENVER, CO

X _ 2 Purpose of Travel:          01  Attend meeting, conference, etc.         >
       Benefits to UT:          01  Help accomplish research objectives.     >
       Disposition of Duties: 01  No classes missed.                       >

_ W Washington DC Travel:

X _ 3 Account Information

_ 4 Define Codes (Optional)

-- 0 UT Austin       ------ PFL=Optional

When the document is finished, type VER in the action field and press ENTER to verify its accuracy.
Travel Correction

If a change on the VE6 document now has state funds with foreign travel, a certification is that prior approval has been obtained for employees or prospective employees is required. For more information about this process, please see: Foreign Travel Certification
Travel Correction

>> YOUR VOUCHER IS VERIFIED AS CORRECT <<

*DEFINE  CORRECTION DOCUMENT FOR THE RTA - VE6  Year  11 12
Command: VE6  Account: __________  Misc: _______________  Month: SEP
==============================================================================
Status: CREATED  -- COVER SHEET --  Document ID: X0VE6994821
Action: ___  Summary: 110825 - NEWTON, ISAAC - BEIJING, CH ______________
Created: 09/24/11 by ACGEM - MARTT, GARY E  Process Date:
Format: 01___  Template:                 Travel Dates: Begin: 082511 End: 100811  Voucher Date: 082410  DTN: _______
Travel Nbr: TV11601885  Designated HQ: UT AUSTIN__________________
Vendor ID: 2 UT EID: isa555__ MC: 000  Name: NEWTON, ISAAC
Traveler Type: E  Title: PROFESSOR__________________

SECTIONS:

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<td>F</td>
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<tr>
<td></td>
<td>CODEN</td>
<td>O</td>
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X _ 2 Purpose of Travel: 01 Attend meeting, conference, etc.  >
Benefits to UT: 01 Help accomplish research objectives.  >
Disposition of Duties: 01 No classes missed.  >

W Washington DC Travel:

X _ 3 Account Information  No Cost to UT: _

X _ 4 Define Codes (Optional)  _

-- 0 UT Austin -------- 8/24/10 01:44 PM --

A summary is automatically created based on travel date and destination.

When the VE5 is verified as correct, type APP and press ENTER to approve the document.
Once approved, the document status will change and a message will state where it has routed.
when an RTA is final approved, an FYI copy is sent to the creator’s inbox.
Travel Resources

- Online Help (in *DEFINE)
  PF6 – per screen
  ? – per field
  PF10 – glossary terms like Travel and RTA Routing

- Online Help (on the Web)
  askUS
  Electronic Travel Documents Handout
  Training Resources - Travel
Travel Resources

Some of the travel rules and regulations have been covered in this slideshow, however there are more. Please see:

Travel Rules and Regulations slideshow
Foreign Travel Certification
Travel Panel Discussion
Travel Resources

Travel Workshops (enroll through TXClass)
DE 513 – Travel Authorizations
DE 514 – Travel Vouchers
DE 225 – Travel Panel

Travel Management Services:  512-471-6641
tms@austin.utexas.edu

Travel Services Desk:  512-471-7821
oa.travel@austin.utexas.edu

User Services Helpline:  512-471-8802
askUS@austin.utexas.edu
Travel Resources

Click the askUS icon (askUS) wherever you see it. Find answers for Travel.
Thank you for viewing this presentation.

For more information, contact:

User Services
Financial Information Systems
512-471-8802
askUS@austin.utexas.edu