Travel Vouchers (VP5)

How to create and process VP5 Documents
Travel Voucher (VP5)

You must be authorized with Update or Super status for the VP5 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
Travel Voucher (VP5)

Cover Sheet: Basic Information

Section 1: Transportation Expenses
Section 2: Meals and Lodging Expenses
Section 3: Miscellaneous Expenses
Section 4: Line Items
Section 5: *DEFINE Codes
Cover Sheet: Basic Information
Travel Voucher (VP5)

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

2. Type **01** in the **Format** field.

3. Type the RTA number (from original **VE5**) in the **RTA Nbr** field.
Travel Voucher

>> Select a document or a new action and press enter to continue <<
*DEFINE TRAVEL PAYMENT VOUCHER - VP5 Year: 11 12
Command: VP5 Account: __________ Misc: _______________ Month: OCT
===============================================================================
Status: -- COVER SHEET -- Document ID: __________
Action: ___ Summary:
Created: 101711 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: UT EID: MC: ___ State VID:
Name: 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 ------- FF1=Options ------- FF8=Exit ------- 10/17/11 03:45 PM --
Travel Voucher

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

Type **01** in the **Format** field.

Approved RTA Number in **RTA Nbr** field.
>> Select a document or a new action and press enter to continue <<

*DEFINE TRAVEL PAYMENT VOUCHER - VP5

Year: 11 12
Command: VP5
Account: __________
Misc: _______________
Month: OCT

Status: CREATED
-- COVER SHEET --
Action: ___
Summary: EINSTEIN, ALBERT
Created: 101711 by ACGEM - MARTT, GARY E
Format: 01___ Voucher Date: 101711
RTA Nbr: TV11437639 Partial/Complete: _ Check Distr:
Begin Date: 091911 Depart Time: 00 : 00 _ A/P DTN:
End Date: 092811 Return Time: 00 : 00 _ A/P State:
Vendor ID: 2 UT EID: albert MC: 002 State VID: 24655555582
Name: EINSTEIN, ALBERT Traveler Type: E
Address: 2001 TRAVIS GREEN LN
          AUSTIN , TX 78735626905

SECTIONS:
   _ 1. Transportation       0.00
   _ 2. Meals and Lodging    0.00
   _ 3. Other Travel         0.00
   _ 4. Line Items
   _ 5. Define Codes         Total Travel: 0.00

Total Payment Amount: 0.00

-- 0 UT Austin ------- FF1=Options ------- FF8=Exit ------- 10/17/11 03:47 PM --
>>Update to document X0VP5972603 successfully completed; continue<<

/*DEFINE TRAVEL PAYMENT VOUCHER - VP5 Year: 11 12
Command: VP5 Account: __________ Misc: _______________ Month: OCT
===============================================================================
Status: CREATED -- COVER SHEET --
Action: ___ Summary: EINSTEIN, ALBERT
Created: 101711 by ACGEM - MARTT, GARY E
Format : 01___ Voucher Date: 101711 ___ Voucher Nbr:
RTA Nbr: TV11437639 Partial/Complete: P Check Distribution: U
Begin Date: 091911 Depart Time: 00 : 00 _ A/P DTN: _______
End Date: 092811 Return Time: 00 : 00 _ A/P State/Local: _
Vendor ID: 2 UT EID: albert MC: 002 State VID: 2465555582
Name: EINSTEIN, ALBERT Traveler Type: E
Address: 2001 TRAVIS GREEN LN
AUSTIN , TX 78735626905

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 ------ FF1=Options ------ FF8=Exit ------ 10/17/11 03:47 PM ---

Enter partial or complete.
Update to document X0VP5972603 successfully completed; continue<<

*DEFINE                 TRAVEL PAYMENT VOUCHER - VP5
Command: VP5      Account: __________      Misc: _______________     Month: OCT
-----------------------------------------------------------------------------------------------
Status: CREATED    -- COVER SHEET --    Document ID: X0VP5972603
Action: ___       Summary: EINSTEIN, ALBERT 
Created: 101711 by ACGEM - MARTT, GARY E 
Format : 01___     Voucher Date: 101711    Voucher Nbr: 
RTA Nbr: TV11437639 Partial/Complete: P Check Distribution: U 
Begin Date: 091911 Depart Time: 07 : 00 A A/P   DTN: _______ 
End Date: 092811 Return Time: 04 : 30 P A/P   State/Local: _ 
Vendor ID: 2 UT EID: albert   MC: 002     State VID: 24655555582 
Name: EINSTEIN, ALBERT           Traveler Type: E 
Address: 2001 TRAVIS GREEN LN 
        AUSTIN , TX 78735626905 

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 ------ FFl=Options ------ FF8=Exit ------ 10/17/11 03:47 PM --

Enter departure and arrival times.
Reimbursement is itemized in three Sections: Transportation, Meals and Lodging, and Other (everything else).
Section 1
Transportation Expenses
Travel Voucher

>>Update to document T0VP5972603 successfully completed; continue<<

*DEFINE                TRAVEL PAYMENT VOUCHER - VP5 Year: 11 12
Command: VP5     Account: __________      Misc: _______________     Month: OCT
-----------------------------------------------------------------------------------------------
Status: CREATED     -- COVER SHEET --     Document ID: X0VP5972603
Action: ___       Summary: EINSTEIN, ALBERT
Created: 10/17/11 by ACGEM - MARTT, GARY E

Voucher Nbr:     P Check Distribution: U
                  A A/P    DTN: _______
                  P A/P    State/Local: _
Vendor ID: 2 UT EID: albert   MC: 002     State VID: 24655555582
Name: EINSTEIN, ALBERT           Traveler Type: E
Address: 2001 TRAVIS GREEN LN
         AUSTIN, TX 78735626905

SECTIONS:   X 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

Type an **x** next to **Section 1** to see the Transportation Expenses screen.
Transportation expenses are itemized by date, location of the business purpose, type of transportation, point-to-point (from and to), mileage for personal car, and amount.

<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>
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</tbody>
</table>

Depart: 09/19/11 07:00 A  Return: 09/28/11 04:30 P  Total: 
Press Enter to update; PF2 for more screens; PF4 to page backwards.
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>
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<tr>
<td>Depart: 09/19/11 07:00 A</td>
<td>Return: 09/28/11 04:30 P</td>
<td>Total:</td>
<td>Press Enter to update; PF2 for more screens; PF4 to page backwards.</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
Select a **Locale Code** on where the business purpose is located.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>ALASKA, HAWAII, CANADA, US POSSESSIONS</td>
</tr>
<tr>
<td>F</td>
<td>FOREIGN</td>
</tr>
<tr>
<td>I</td>
<td>IN-STATE</td>
</tr>
<tr>
<td>M</td>
<td>MEXICO</td>
</tr>
<tr>
<td>O</td>
<td>OUT-OF-STATE</td>
</tr>
</tbody>
</table>
## Transportation

<table>
<thead>
<tr>
<th>Selection: __</th>
<th>Available Transportation Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 AIR AIR - PUBLIC TRANSPORTATION</td>
<td></td>
</tr>
<tr>
<td>2 BUS BUS - PUBLIC TRANSPORTATION</td>
<td></td>
</tr>
<tr>
<td>3 CAR PERSONAL CAR</td>
<td></td>
</tr>
<tr>
<td>4 LIMO LIMOUSINE - PUBLIC TRANSPORTATION</td>
<td></td>
</tr>
<tr>
<td>5 PUBL PUBLIC TRANSPORTATION - OTHER</td>
<td></td>
</tr>
<tr>
<td>6 RENT RENTAL CAR - PUBLIC TRANSPORTATION</td>
<td></td>
</tr>
<tr>
<td>7 TAXI TAXI - PUBLIC TRANSPORTATION</td>
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</tr>
<tr>
<td>8 TRAI TRAIN - PUBLIC TRANSPORTATION</td>
<td></td>
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<tr>
<td>9 UTA UT ARLINGTON - MILEAGE LOCAL F</td>
<td></td>
</tr>
</tbody>
</table>

Depart: 09/19/11 07:00 A  Return: 09/28/11 04:30 P  Total: 
Press Enter to update; PF2 for more screens; PF4 to page backwards.
Transportation

EXAMPLE

Transportation information:

<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>091911</td>
<td>O</td>
<td>TAXI</td>
<td>HEADQUARTERS</td>
<td>AIRPORT</td>
<td></td>
<td>21.00</td>
</tr>
<tr>
<td>091911</td>
<td>O</td>
<td>AIR</td>
<td>AUSTIN</td>
<td>ANNISTON</td>
<td></td>
<td>150.00</td>
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<td>091911</td>
<td>O</td>
<td>RENT</td>
<td>AIRPORT</td>
<td>CONFERENCE</td>
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<td>95.00</td>
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<td>092211</td>
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<td>ANNISTON</td>
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<td>400.00</td>
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<td>092811</td>
<td>F</td>
<td>CAR</td>
<td>AIRPORT</td>
<td>HOME</td>
<td>10.0</td>
<td>4.85</td>
</tr>
</tbody>
</table>

Depart: 09/19/11 07:00 A Return: 09/28/11 04:30 P Total: 670.85

Press Enter to update; PF2 for more screens; PF4 to page backwards.

Personal car mileage rate is calculated by *DEFINE for the date of travel and the official rate on that date.
Travel Voucher

>> Select a document or a new action and press enter to continue <<

*DEFINE TRAVEL PAYMENT VOUCHER - VP5 Year: 11 12
Command: VP5 Account: __________ Misc: _______________ Month: OCT

===============================================================================
Status: CREATED
-- COVER SHEET -- Document ID: X0VP5972603
Action: ___ Summary: EINSTEIN, ALBERT
Created: 101711 by ACGEM - MARTT, GARY E
Format : 01___ Voucher Date: 101711 Voucher Nbr:
RTA Nbr: TV11437639 Partial/Complete: P Check Distribution: U
Begin Date: 091911 Depart Time: 07 : 00 A A/P DTN: ______
End Date: 092811 Return Time: 04 : 30 P A/P State/Local:
Vendor ID: 2 UT EID: albert MC: 002 State VID: 24655555582
Name: EINSTEIN, ALBERT Traveler Type: E
Address: 2001 TRAVIS GREEN LN
AUSTIN , TX 78735626905

SECTIONS: X _ 1. Transportation 670.85
_ 2. Meals and Lodging 0.00
_ 3. Other Travel 0.00
_ 4. Line Items
_ 5. Define Codes Total Travel Amount: 670.85
Total Payment Amount: 0.00

Transportation total is then displayed on the cover sheet.
Travel Voucher

>> Select a document or a new action and press enter to continue <<

*DEFINE TRAVEL PAYMENT VOUCHER - VP5 Year: 11 12
Command: VP5 Account: __________ Misc: _______________ Month: OCT

===============================================================================
Status: CREATED -- COVER SHEET -- Document ID: Y0VP5972603
Action: ___ Summary: EINSTEIN, ALBERT
Created: 101711 by ACGEM - MARTT, GARY E
Format: 01___ Voucher Date: 101711 Voucher Nbr: __________
RTA Nbr: TV11437639 Partial/Complete: P Check Distribution: U
Begin Date: 091911 Depart Time: 07:00 A A/P DTN: _______
End Date: 092811 Return Time: 04:30 P A/P State/Local: ___
Vendor ID: 2 UT EID: albert MC: 002 State VID: 24655555582
Name: EINSTEIN, ALBERT Traveler Type: E
Address: 2001 TRAVIS GREEN LN AUSTIN, TX 78735626905

SECTIONS: X _ 1. Transportation 670.85
_ 2. Meals and Lodging 0.00
_ 3. Other Travel 0.00
_ 4. Line Items
_ 5. Define Codes Total Travel Amount: 670.85
   Total Payment Amount: 0.00

-- 0 UT Austin ------- FF1=Options ------- FF8=Exit ------- 10/17/11 04:43 PM --

Transportation total is then displayed on the cover sheet.
Section 2

Meals and Lodging Expenses
Meals and Lodging

Type an x next to Section 2 for Meals and Lodging.
### Meals and Lodging

- **Enter or Update Meals and Lodging information**
- **Screen: 1 of 1**
- **Section 2 of 5**

<table>
<thead>
<tr>
<th>Date</th>
<th>Account</th>
<th>Rule</th>
<th>Meals</th>
<th>Lodging</th>
<th>Total</th>
<th>Dest</th>
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</tbody>
</table>

- Depart: 09/19/11 07:00  Return: 09/28/11 04:30  Total:
- Press Enter to update; PF2 for more screens; PF4 to page backwards.

*Type a ? to see what accounts are on the RTA.*
### Meals and Lodging

#### Accounts Used on the related VE Document

**Enter Your Selection**

**Selection:** __

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2075010051</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1402160075</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>1902200175</td>
<td></td>
</tr>
</tbody>
</table>

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**Depart:** 09/19/11  07:00  **Return:** 09/28/11  04:30  **Total:**

Press Enter to update; PF2 for more screens; PF4 to page backwards.
<table>
<thead>
<tr>
<th>Date</th>
<th>Account</th>
<th>Rule</th>
<th>Meals</th>
<th>Lodging</th>
<th>Total</th>
<th>Dest</th>
<th>Ex</th>
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<tr>
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<td>1902200175</td>
<td>10.50</td>
<td>50.00</td>
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<tr>
<td>Depart: 09/19/11 07:00</td>
<td>Return: 09/28/11 04:30</td>
<td>Total:</td>
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</tr>
</tbody>
</table>

Press Enter to update; PF2 for more screens; PF4 to page backwards.

Type a ? to see the destinations on the RTA.
## Meals and Lodging

**Destinations Used on the related VE Document**

Enter Your Selection: __
(or type ? to see a list of destinations)

1. ALANN  ANNISTON
2. UKLON  LONDON
3. CCTOR  TORONTO
4. MXMEX  MEXICO CITY
5. TXDAL  DALLAS

Press CLEAR to EXIT

<table>
<thead>
<tr>
<th>Depart: 09/19/11 07:00</th>
<th>Return: 09/28/11 04:30</th>
<th>Total:</th>
</tr>
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<tr>
<td>Press Enter to update; PF2 for more screens; PF4 to page backwards.</td>
<td></td>
<td></td>
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<tr>
<td>Date</td>
<td>Account</td>
<td>Rule</td>
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Depart: 09/19/11  07:00 A  Return: 09/28/11  04:30 P  Total:   1,700.25
Press Enter to update; PF2 for more screens; PF4 to page backwards.
# Meals and Lodging

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Depart: 09/19/11  07:00 A Return: 09/28/11  04:30 P   Total: 1,510.25

Press Enter to update; PF2 for more screens; PF4 to page backwards.
Meals and Lodging

*DEFINE TRAVEL PAYMENT VOUCHER - VP5
Command: VP5  Account: __________  Misc: _______________  Month: OCT
===============================================================================
Status: CREATED  -- COVER SHEET --  Document ID: X0VP5972603
Action: ___  Summary: EINSTEIN, ALBERT
Created: 101711 by ACGEM - MARTT, GARY E
Format : 01___  Voucher Date: 101711  Voucher Nbr:
RTA Nbr: TV11437639  Partial/Complete: P  Check Distribution: U
Begin Date: 091911  Depart Time: 07 : 00 A A/P  DTN: _______
End   Date: 092811  Return Time: 04 : 30 P A/P  State/Local: _
Vendor ID: 2 UT EID: albert  MC: 002  State VID: 24659410682
Name: EINSTEIN, ALBERT  Traveler Type: E
Address: 2001 TRAVIS GREEN LN
       AUSTIN , TX 78735626905

SECTIONS: X  1. Transportation  670.85
   X  2. Meals and Lodging  1,510.25
      _ 3. Other Travel  0.00
      _ 4. Line Items
      _ 5. Define Codes  Total Travel Amount: 2,181.10
        Total Payment Amount: 0.00

-- 0 UT Austin  ------ FF1=Options ------ FF8=Exit ------ 10/17/11 05:02 PM --
Section 3
Other Expenses
Other Expenses

• Rules
  • Expenses must be itemized
  • Miscellaneous must be described
  • Must be business-related
  • Receipts are required
Other Expenses

- Reimbursable
  - Business telephone / internet charges
  - Gasoline for rental car
  - Hotel Occupancy Tax
  - Parking
  - Registration fees
  - Tips on local funds
  - Tolls paid by cash / business toll tag use
  - Baggage Fees—mandatory charges and excess charges (for university business only)
  - Passport and Visa fees
  - Childcare expenses (Faculty Travel Grant only)
Other Expenses

- Nonreimbursable
  - Alcohol
  - Laundry and dry cleaning
  - Movie rental
  - Personal phone calls/internet usage
  - Personal toll tag use
  - Tips on state accounts
  - Travel Insurance
  - Any nonbusiness travel, including travel for spouses or other family members
Other Travel Expenses

>> Select a document or a new action and press enter to continue <<

*DEFINE                TRAVEL PAYMENT VOUCHER - VP5

Command: VP5   Account: __________      Misc: _______________     Month: OCT

Status: CREATED

-- COVER SHEET --

Document ID: X0VP5972603
Action: ___       Summary: EINSTEIN, ALBERT
Created: 101711 by ACGEM − MARTT, GARY E
Format : 01___    Voucher Date: 101711                Voucher Nbr: _______________
RTA Nbr: TV11437639  Partial/Complete: P  Check Distribution: U
Begin Date: 091907 Depart Time: 07 : 00 A A/P   DTN: _______
End   Date: 092807 Return Time: 04 : 30 P A/P   State/Local: _
Vendor ID: 2 UT EID: albert   MC: 002     State VID: 24655555582
Name: EINSTEIN, ALBERT           Traveler Type: E
Address: 2001 TRAVIS GREEN LN
AUSTIN, TX 78735626905

SECTIONS: X _ 1. Transportation         670.85
X _ 2. Meals and Lodging    1,510.25
 X 3. Other Travel             0.00
_ 4. Line Items
 _  5. Define Codes     Total Travel  Amount:   2,181.10
Total Payment Amount:       0.00

-- 0 UT Austin      ------- PF1=Options ------- PF8=Exit ------- 10/17/11 05:02 PM --

Type an x next to Section 3 to enter other travel expenses.
Other Travel Expenses

Type a ? to see the other travel types.
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<tr>
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<td>GAS VEHICLE FUEL</td>
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<tr>
<td>2</td>
<td>HOTX HOTEL OCCUPANCY TAX</td>
</tr>
<tr>
<td>3</td>
<td>MISC MISCELLANEOUS INCIDENTAL TRAVE</td>
</tr>
<tr>
<td>4</td>
<td>NET UT BUSINESS INTERNET CHARGES</td>
</tr>
<tr>
<td>4</td>
<td>PARK PARKING FEE</td>
</tr>
<tr>
<td>5</td>
<td>REGF REGISTRATION FEE</td>
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<td>6</td>
<td>TELE UT BUSINESS TELEPHONE CHARGES</td>
</tr>
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<td>7</td>
<td>TFTG TRAV-FTG CHILDCR TAXABLE</td>
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Depart: 09/19/11 07:00  Return: 09/28/11 04:30  Total: 
Press Enter to update; PF2 for more screens; PF4 to page backwards.
Other Travel Expenses

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<td>REGISTRATION FEE</td>
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<td>AUSTIN AIRPORT</td>
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Select a **Locale Code** on where the business purpose is located.

Depart: 09/19/11 07:00  Return: 09/28/11 04:30  Total: 140.00

Press Enter to update; PF2 for more screens; PF4 to page backwards.
Section 4
Line Items
Travel Voucher

>> Total payments must equal section totals << AQNPVP56

*DEFINE TRAVEL PAYMENT VOUCHER VP5*

Command: VP5  Account: __________  Misc: __________  Month: OCT

===============================================================================
Status: CREATED
-- COVER SHEET --
Action: ___  Summary: EINSTEIN, ALBERT
Created: 101711 by ACGEM - MARTT, GARY E
Format : 01___  Voucher Date: 101711  Voucher Nbr:
RTA Nbr: TV11437639  Partial/Complete: P  Check Distribution: U
Begin Date: 091911  Depart Time: 07 : 00 A / P  DTN: _______
End Date: 092811  Return Time: 04 : 30 P A / P  State/Local:
Vendor ID: 2 UT EID: albert  MC: 002  State VID: 2465555558
Name: EINSTEIN, ALBERT  Traveler Type: E
Address: 2001 TRAVIS GREEN LN
          AUSTIN , TX 78735626905

SECTIONS: X _ 1. Transportation  670.85
X _ 2. Meals and Lodging    1,510.25
X _ 3. Other Travel          140.00
X 4. Line Items
      X _ 5. Define Codes    Total Travel Amount:    2,321.10
Total Payment Amount:       0.00

-- 0 UT Austin ----- PF1=Options ------ PF8=Exit ------- 10/17/11 05:11 PM --

Section 4 will automatically generate the transactions.
### Line Items

State and local disencumbrances (C) are allowed on the same VP5.
Line Items

State and local disencumbrances (C) are allowed on the same VP5.

State and local expenses (D) are **not** allowed on the same VP5.

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<tr>
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Accounts for expenses (D) from Sections 1 and 3 can be updated in Section 4.

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<td>1224</td>
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<td>09/19/07</td>
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<tr>
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</table>
Accounts for expenses (D) from Sections 1 and 3 can be updated in Section 4.

Accounts for expenses (D) from Section 2 must be updated in Section 2.
Section 5

*DEFINE Codes
Travel Vouchers

>> Select a document or a new action and press enter to continue <<

*DEFINE TRAVEL PAYMENT VOUCHER - VP5

Command: VP5
Account: __________
Misc: _______________
Month: OCT

Status: CREATED
-- COVER SHEET --
Document ID: X0VP5972603

Action: ___
Summary: EINSTEIN, ALBERT
Created: 101711 by ACGEM - MARTT, GARY E
Format: 01___
Voucher Date: 101711
Voucher Nbr: RTA Nbr: TV11437639
Partial/Complete: P
Check Distribution: U
Begin Date: 091911
Depart Time: 07:00 A/A/P
DTN: _______
End Date: 092811
Return Time: 04:30 P/A/P
State/Local: _
Vendor ID: 2 UT EID: albert
MC: 002
State VID: 2465555582

Name: EINSTEIN, ALBERT
Traveler Type: E
Address: 2001 TRAVIS GREEN LN
AUSTIN, TX 78735626905

SECTIONS: X _ 1. Transportation 670.85
X _ 2. Meals and Lodging 1,510.25
X _ 3. Other Travel 140.00
X _ 4. Line Items

X 5. Define Codes

Total Travel Amount: 2,321.10
Total Payment Amount: 2,321.10

*DEFINE codes are optional.
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Cover Sheet
Final Process
Travel Voucher

>> Select a document or a new action and press enter to continue <<

*DEFINE                TRAVEL PAYMENT VOUCHER  
Command: VP5     Account: __________      Misc: TV07437639_____     Month: OCT
===============================================================================
Status: CREATED  -- COVER SHEET --    Document ID: X0VP5972603
Action: VER       Summary: EINSTEIN, ALBERT
Created: 101707 by ACGEM - MARTT, GARY E
Format : 01___    Voucher Date: 101711    Voucher Nbr: 
RTA Nbr: TV11437639 Partial/Complete: P    Check Distribution: U
Begin Date: 091911 Depart Time: 07 : 00 A/A/P   DTN: _______ 
End   Date: 092811 Return Time: 04 : 30 P A/A/P   State/Local: _
Vendor ID: 2 UT EID: albert   MC: 002     State VID: 24655555582
Name: EINSTEIN, ALBERT           Traveler Type: E
Address: 2001 TRAVIS GREEN LN
AUSTIN , TX 78735626905

SECTIONS: X _ 1. Transportation       670.85
X _ 2. Meals and Lodging    1,510.25
X _ 3. Other Travel           140.00
X _ 4. Line Items
X _ 5. Define Codes     Total Travel Amount:  2,321.10
Total Payment Amount:  2,321.10

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 10/17/11 05:11 PM --
An explanation is required if a travel destination was not on the travel authorization.
An explanation is required if a travel destination was not on the travel authorization.
Travel Voucher

Then approve the document with an APP action.
**Travel Voucher**

---

**Document is now at desk SIGNER DSK in master view XYROUTE**

*DEFINE TRAVEL PAYMENT VOUCHER - VP5*

**Command:** VP5  **Account:** __________  **Misc:** _______________  **Month:** OCT

Status: PROPOSED  **-- COVER SHEET --**  **Document ID:** X0VP5972603

**Action:** ___  **Summary:** EINSTEIN, ALBERT

Created: 101811 by ACGEM - MARTT, GARY E

*Notes*

**Format:** 01___  **Voucher Date:** 101711  **Voucher Nbr:**

**RTA Nbr:** TV11437639  **Partial/Complete:** P  **Check Distribution:** U

**Begin Date:** 091911  **Depart Time:** 07 : 00  **A/P**  **DTN:**

**End Date:** 092811  **Return Time:** 04 : 30  **P A/P**  **State/Local:** _

**Vendor ID:** 2 UT  **EID:** albert  **MC:** 002  **State VID:** 24655555582

**Name:** EINSTEIN, ALBERT  **Traveler Type:** E

**Address:** 2001 TRAVIS GREEN LN  AUSTIN, TX 78735626905

**SECTIONS:**

X _ 1. Transportation  670.85
X _ 2. Meals and Lodging  1,510.25
X _ 3. Other Travel  140.00
X _ 4. Line Items
X _ 5. Define Codes  **Total Travel Amount:**  2,321.10

**Total Payment Amount:**  2,321.10

---

0 UT Austin  ------ FF1=Options ------ FF8=Exit ------ 10/18/11 10:21 AM ---
Printing and Processing a VP5

- VP5 documents must be proposed, pending, or approved status in order to print.

- UT Employees and prospective employees must sign the printout.

- Receipts must be sent with the printout to the Office of Accounting for processing.
<< You are currently authorized to view this document >>

*DEFINE TRAVEL PAYMENT VOUCHER - VP5 Year: 11 12
Command: VP5 Account: __________ Misc: _______________ Month: OCT
===============================================================================
Status: PROPOSED -- COVER SHEET -- Document ID: X0VP5972603
Action: PRT Summary: EINSTEIN, ALBERT
Created: 101811 by ACGEM - MARTT, GARY E
Format : 01___ Voucher Date: 101711 Voucher Nbr:
RTA Nbr: TV11437639 Partial/Complete: P Check Distribution: U
Begin Date: 091911 Depart Time: 07 : 00 A A/P DTN: ______
End Date: 092811 Return Time: 04 : 30 P A/P State/Local:
Vendor ID: 2 UT EID: albert MC: 002 State VID: 24655555582
Name: EINSTEIN, ALBERT Traveler Type: E
Address: 2001 TRAVIS GREEN LN
AUSTIN , TX 78735626905

SECTIONS: X _ 1. Transportation 670.85
X _ 2. Meals and Lodging 1,510.25
X _ 3. Other Travel 140.00
X _ 4. Line Items
X _ 5. Define Codes Total Travel Amount: 2,321.10
Total Payment Amount: 2,321.10

-- 0 UT Austin ------- FF1=Options ------- FF8=Exit ------- 10/18/11 10:21 AM --
You are currently authorized to view this document <<

*DEFINE
TRAVEL PAYMENT VOUCHER - VP5

Command: VP5
Account: __________
Misc: _______________
Month: OCT

================================================================================
Status: PROPOSED -- COVER SHEET -- Document ID: X0VP5972603
Action: P +---------------------------------------------------------+
Creat | *Notes*
Forma | If you would like an immediate copy of the document |
RTA N | please enter the TID Number of the Printer where you |
Begin | would like the copy to be sent: | ____ |
End | DOCUMENT ID: X0VP5972603 |
Vendor | If you would like a formal copy of the document |
Na | printed over night enter the LOGON ID of the |
Addre | person to receive it: | ____ |
| | -------- If you leave the TID and LOGON ID -------- |
| | blank the voucher will be sent to |
| | to the screen you are working on. |
+---------------------------------------------------------+

_ 5. Define Codes _ Total Travel Amount: 2,321.10
Total Payment Amount: 2,321.10

-- 0 UT Austin ------- FF1=Options ------- FF8=Exit ------- 10/18/11 10:39 AM --
**You are currently authorized to view this document**

*DEFINE TRAVEL PAYMENT VOUCHER - VP5*  
Year: 11 12  
Command: VP5  
Account: __________  
Misc: _______________  
Month: OCT  

===============================================================================  
Status: PROPOSED  
---  
COVER SHEET  
---  
Document ID: X0VP5972603  
Action: P +  
---------------------------------------------------------  
+Creat | 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: ____  
Begin | DOCUMENT ID: T0VP5972603  
End   |  
Vendor  | If you would like a formal copy of the document printed over night enter the LOGON ID of the person to receive it: _____  
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Addre |  
| If you leave the TID and LOGON ID blank the voucher will be sent to the screen you are working on.  
|  
+---------------------------------------------------------  
_ 5. Define Codes  
Total Travel Amount: 2,321.10  
Total Payment Amount: 2,321.10  
---  
0 UT Austin  
---  
PF1=Options  
---  
PF8=Exit  
---  
10/18/07 10:39 AM  
---  
Record Date: 10/17/11  
*** VOUCHER COVER SHEET ***  
Document ID: X0VP5972603  

Dates of travel: 09/19/11 09/28/11  
Creator Name: MARTT, GARY E  
Logon ID: ACGEM Mail Code: K5300  
Phone Number: 232-5646  
Vendor ID: 2 albert 002  
Account Group:___________________________  
Pay To: EINSTEIN, ALBERT  
Voucher Description:  
EINSTEIN, ALBERT  
Destination: ANNISTON, AL  
Perform research activities.  
UT Benefit: Enhance performance of job duties.  

REFERENCE\ACCOUNT\OBJ\PO NUMBER\DTN\AMOUNT  

---  
Total Amount: 2,321.10  
---  
VENDOR/PAYEE CERTIFICATION(if required):  
I certify that the attached invoice(s) are correct and that it corresponds in every particular with the supplies and/or services contracted for.  
I further certify that the account is true, correct and unpaid.  

_________________________________________    _____10-22-07____  
Name                                         Date  

DEAN'S SIGNATURE(if required):  

_________________________________________    _________________  
Name                                         Date  

_________________________________________  
Print Name  
Authorized Signer: See Attached for signature  
Elec. Approver Name: GARY E MARTT - ACGEM  
Date Approved: 10/18/11  

---  
UT Employees, employed students and prospective employees must sign this printout.  

Non-employees and non-employed students are not required to sign.
Receipts

- Airline receipts
- Rental car receipts
- Gasoline receipts
- Bus, taxi, and train receipts (between cities)
- Lodging receipts
- Meals receipts (only when limit exceptions exist)
- Registration receipts (if paid by the traveler)
- Childcare Expense Form (Faculty Travel Grant)
- Passport, Visa, and photocopies
Travel Voucher

Send documentation to:

Travel Desk
Office of Accounting
MAI 132
Mail Code K5300
Travel Resources
Travel Resources

- Online Help (in *DEFINE)
  - PF6 – per screen
  - “?” – per field
  - PF10 – glossary terms like Travel, RTA, and Foreign
- Online Help (on the Web)
  - askUS
  - Handbook of Business Procedures, Part 11
  - Travel Training Resources
Travel Resources

Click the askUS icon (askUS) wherever you see it. Search by Keyword for Travel.
Part 11. TRAVEL

Table of Contents

11.1. Travel Introduction and Resources
11.2. Travel Authorization
11.3. Travel Arrangements
11.4. Cash Advances for Travel
11.5. Travel Reimbursements - General Information
   11.5.1. Transportation
   11.5.2. Meals and Lodging
   11.5.3. Other Expenses
   11.5.4. Receipts
11.5.5. Non-Employee Travel Reimbursement Procedures
Student Accounting

- Travel

  Electronic Travel Authorizations (VE5) - Slideshow - **
  Electronic Travel Documents (VE5, VE6, VP5) - Handout - *
  Electronic Travel Vouchers (VP5) - (53 minutes) Webcast - 1
  Foreign Travel Certification - Handout - *
  Regenerating Transactions - Video - +
  Request for Travel Authorizations (RTA documents) - Class
  Request for Travel Authorizations (RTA documents) - Handout - *
  Travel Authorization Corrections (VE6) - Slideshow - **
  Travel Authorization Corrections (VE6) - (30 minutes) Webcast - 1
  Travel Authorizations (VE5) - (49 minutes) Webcast - 1
  Travel Discussion Panel - Slideshow - **
  Travel Discussion Panel - Overview - (31 minutes) Webcast - 1
  Travel Discussion Panel - Q & A - (34 minutes) Webcast - 1
  Travel Talk - Class
  Travel Vouchers (VE5, VE6, VP5) - Class
  Travel Vouchers (VP5) - Slideshow - **

+ Wire Transfers
Travel Resources

Travel Workshops (enroll through TXClass)
DE 513 – Travel Authorizations
DE 514 – Travel Vouchers
DE 515 – Travel Talk

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
Thank you for viewing this presentation.

For more information, contact:

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Financial Information Systems
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askUS@austin.utexas.edu