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.
**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 --

Action: ___ Summary: EINSTEIN, ALBERT

Created: 101711 by ACGEM - MARTT, GARY E

Format : 01___ Voucher Date: 101711

RTA Nbr: TV11437639 Partial/Complete: _ Check Distribution: ___

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: 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
  _ 4. Line Items
  _ 5. Define Codes Total

Total Travel Amount: 0.00

Total Payment Amount: 0.00

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

--- Document ID Number is assigned. ---

Travel Dates and Traveler’s Name and Address are displayed from RTA. ---
Update to document X0VP5972603 successfully completed; continue<<

*DEFINE TRAVEL PAYMENT VOUCHER - VP5

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

Status: CREATED             -- COVER SHEET --          Document ID: T0VP5972603

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: 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                       0.00
Total Travel Amount:  0.00
Total Payment Amount:  0.00

-- 0 UT Austin  ------ FFl=Options ------ FF8=Exit ------ 10/17/11 03:47 PM --
Reimbursement is itemized in three Sections: Transportation, Meals and Lodging, and Other (everything else).

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
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: 101711 by ACGEM - MARTT, GARY E
Voucher Nbr: ___
Check Distribution: U
A A/P DTN: _______ P A/P State/Local: _
V-ID: ___ 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.

-- 0 UT Austin ------- FF1=Options ------- FF8=Exit ------- 10/17/11 03:47 PM --
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.
Transportation

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

Type a ? in any field to display help or choices.

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

Select a **Locale Code** on where the business purpose is located.
<table>
<thead>
<tr>
<th>DATE</th>
<th>L</th>
<th>TYPE</th>
<th>Enter Your Selection</th>
<th>Selection: __</th>
</tr>
</thead>
<tbody>
<tr>
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<td>1 AIR AIR - PUBLIC TRANSPORTATION</td>
<td>1 AIR AIR - PUBLIC TRANSPORTATION</td>
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<td>____</td>
<td>2 BUS BUS - PUBLIC TRANSPORTATION</td>
<td>2 BUS BUS - PUBLIC TRANSPORTATION</td>
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<td>9 UTA UT ARLINGTON - MILEAGE LOCAL F</td>
<td>9 UTA UT ARLINGTON - MILEAGE LOCAL F</td>
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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

**Screen: 1 of 1  Section 1 of 5**

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<th>L</th>
<th>TYPE</th>
<th>FROM</th>
<th>TO</th>
<th>MILEAGE</th>
<th>AMOUNT</th>
</tr>
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<td>O</td>
<td>TAXI</td>
<td>HEADQUARTERS</td>
<td>AIRPORT_____</td>
<td>_______</td>
<td>21.00</td>
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<td>091911</td>
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<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.

---

EXAMPLE

Personal car mileage rate is calculated by *DEFINE for the date of travel and the official rate on that date.
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       ---- PF1=Options ------- PF8=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

>> 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
Voucher Date: 101707                Voucher Nbr: 7639
Partial/Complete: P     Check Distribution: U
911 Depart Time: 07 : 00 A A/P    DTN: _______
811 Return Time: 04 : 30 P A/P    State/Local: _
ID: albert  MC: 002     State VID: 24655555582
IN, ALBERT       Traveler Type: E
Address: 2001 TRAVIS GREEN LN
AUSTIN , TX 78735626905

SECTIONS: X 1. Transportation  670.85
X 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 --

Type an x next to Section 2 for Meals and Lodging.
<table>
<thead>
<tr>
<th>Date</th>
<th>Account</th>
<th>Rule</th>
<th>Meals</th>
<th>Lodging</th>
<th>Total</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.
Meals and Lodging

<table>
<thead>
<tr>
<th>Accounts Used on the related VE Document</th>
<th>Section 2 of 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Your Selection</td>
<td>Dest Ex</td>
</tr>
<tr>
<td>Selection: __</td>
<td>--- ----- -</td>
</tr>
<tr>
<td>1 2075010051</td>
<td>____ -</td>
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<tr>
<td>2 1402160075</td>
<td>____ -</td>
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<tr>
<td>3 1902200175</td>
<td>____ -</td>
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</tbody>
</table>

Press CLEAR to EXIT

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

> Enter or Update Meals and Lodging information

---

**MEALS AND LODGING 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>
<th>Ex</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/19/11</td>
<td>1902200175</td>
<td>10.50</td>
<td>50.00</td>
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</tbody>
</table>

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

*Type a ? to see the destinations on the RTA.*

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

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>
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<th>Rule</th>
<th>Meals</th>
<th>Lodging</th>
<th>Total</th>
<th>Dest</th>
<th>Ex</th>
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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

<table>
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<th>Total</th>
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<td>09/27/11</td>
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<tr>
<td>09/28/11</td>
<td>1902200175 05</td>
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<td>15.00</td>
<td>MXMEX</td>
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</table>

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

>> 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: 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 ------ PF1=Options ------ PF8=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 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
Depart Time: 07:00 A A/P DTN: _______
End Time: 04:30 P A/P State/Local: _
MC: 002 State VID: 24655555582
Traveler Type: E

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 ------ FF1=Options ------ FF8=Exit ------ 10/17/11 05:02 PM --

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

<table>
<thead>
<tr>
<th>Type</th>
<th>L</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
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</tr>
<tr>
<td></td>
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</tr>
</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 the other travel types.
### Other Travel Expenses

<table>
<thead>
<tr>
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<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>GAS VEHICLE FUEL</td>
<td>___</td>
</tr>
<tr>
<td>2</td>
<td>HOTX HOTEL OCCUPANCY TAX</td>
<td>___</td>
</tr>
<tr>
<td>3</td>
<td>MISC MISCELLANEOUS INCIDENTAL TRAVE</td>
<td>___</td>
</tr>
<tr>
<td>4</td>
<td>NET UT BUSINESS INTERNET CHARGES</td>
<td>___</td>
</tr>
<tr>
<td>4</td>
<td>PARK PARKING FEE</td>
<td>___</td>
</tr>
<tr>
<td>5</td>
<td>REGF REGISTRATION FEE</td>
<td>___</td>
</tr>
<tr>
<td>6</td>
<td>TELE UT BUSINESS TELEPHONE CHARGES</td>
<td>___</td>
</tr>
<tr>
<td>7</td>
<td>TFTG TRAV-FTG CHILDCR TAXABLE</td>
<td>___</td>
</tr>
</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.
Other Travel Expenses

<table>
<thead>
<tr>
<th>Type</th>
<th>L</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>GAS</td>
<td>O</td>
<td>VEHICLE FUEL – RENTAL CAR</td>
<td>22.00</td>
</tr>
<tr>
<td>REGF</td>
<td>O</td>
<td>REGISTRATION FEE</td>
<td>100.00</td>
</tr>
<tr>
<td>MISC</td>
<td>F</td>
<td>PASSPORT CHARGES</td>
<td>12.00</td>
</tr>
<tr>
<td>PARK</td>
<td>F</td>
<td>AUSTIN AIRPORT</td>
<td>6.00</td>
</tr>
</tbody>
</table>

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 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
- 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: 246555558
- Name: EINSTEIN, ALBERT Traveler Type: E
- Address: 2001 TRAVIS GREEN LN AUSTIN, TX 78735626905

### SECTIONS:

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>X _ 1.</td>
<td>Transportation</td>
<td>670.85</td>
</tr>
<tr>
<td>X _ 2.</td>
<td>Meals and Lodging</td>
<td>1,510.25</td>
</tr>
<tr>
<td>X _ 3.</td>
<td>Other Travel</td>
<td>140.00</td>
</tr>
<tr>
<td>X 4.</td>
<td>Line Items</td>
<td>140.00</td>
</tr>
<tr>
<td>_ 5.</td>
<td>Define Codes</td>
<td>Total Travel Amount: 2,321.10</td>
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<tr>
<td></td>
<td></td>
<td>Total Payment Amount: 0.00</td>
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Section 4 will automatically generate the transactions.
State and local disencumbrances (C) are allowed on the same VP5.

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<th>ACCOUNT</th>
<th>D/C</th>
<th>OBJ</th>
<th>AMOUNT</th>
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<tbody>
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<td>EN</td>
<td>0510</td>
<td>100.00</td>
<td>091907</td>
<td>092807</td>
</tr>
<tr>
<td>OBJ DESC:</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1402160075</td>
<td>D</td>
<td>EX</td>
<td>1221</td>
<td>266.00</td>
<td>091907</td>
<td>092807</td>
</tr>
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<td>OBJ DESC:</td>
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<tr>
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<td>OBJ DESC:</td>
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<td>092807</td>
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<td>OBJ DESC:</td>
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</tr>
<tr>
<td>1902200175</td>
<td>C</td>
<td>EN</td>
<td>0510</td>
<td>200.00</td>
<td>091907</td>
<td>092807</td>
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<tr>
<td>OBJ DESC:</td>
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</table>
State and local expenses (D) are not allowed on the same VP5.

State and local disencumbrances (C) are allowed on the same VP5.
Accounts for expenses (D) from Sections 1 and 3 can be updated in Section 4.

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<th>ACCOUNT</th>
<th>D/C</th>
<th>OBJ</th>
<th>AMOUNT</th>
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<th>END</th>
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<tbody>
<tr>
<td>1402160075</td>
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<td>EN</td>
<td>0510</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>OBJ DESCR:</td>
<td>Encumbrance/Disencumbrance</td>
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<td></td>
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<tr>
<td>1402160075</td>
<td>D</td>
<td>EX</td>
<td>1221</td>
<td>266.00</td>
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<tr>
<td>OBJ DESCR:</td>
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<td></td>
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<tr>
<td>1402160075</td>
<td>D</td>
<td>EX</td>
<td>1240</td>
<td>404.85</td>
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<tr>
<td>OBJ DESCR:</td>
<td>Foreign Travel</td>
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<td>22.00</td>
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<td>OBJ DESCR:</td>
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<td>100.00</td>
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<tr>
<td>OBJ DESCR:</td>
<td>Registration and Conf.</td>
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<tr>
<td>1402160075</td>
<td>D</td>
<td>EX</td>
<td>1240</td>
<td>18.00</td>
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</tr>
<tr>
<td>OBJ DESCR:</td>
<td>Foreign Travel</td>
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<tr>
<td>1902200175</td>
<td>C</td>
<td>EN</td>
<td>0510</td>
<td>200.00</td>
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<tr>
<td>OBJ DESCR:</td>
<td>Encumbrance/Disencumbrance</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>1902200175</td>
<td>D</td>
<td>EX</td>
<td>1224</td>
<td>500.25</td>
<td></td>
</tr>
<tr>
<td>OBJ DESCR:</td>
<td>Food and Lodging - Actual expenditure</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</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                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
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.
<table>
<thead>
<tr>
<th>ACCT NBR</th>
<th>LEDGER DESCRIPTION</th>
<th>TYPE</th>
<th>AMOUNT</th>
<th>D/C</th>
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</thead>
<tbody>
<tr>
<td>010-100</td>
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<td>EN</td>
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<td>011-100</td>
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<td>EINSTEIN, ALBERT_________</td>
<td>EX</td>
<td>20.00</td>
<td>D</td>
</tr>
</tbody>
</table>

Transaction Date: 101711  Month: OCT  Start at Account: __________  Audit Codes? N
Cover Sheet
Final Process
Verify the document for accuracy with a VER action.

Status: CREATED
Action: VER
Summary: EINSTEIN, ALBERT
Created: 101707 by ACGEM - MARTT, GARY E
Format: 01___ Voucher Date: 101711
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 ------ 10/17/11 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.

- FIELD TRIP TO OXFORD WAS PART OF THE CONFERENCE

---

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
>> YOUR VOUCHER IS VERIFIED AS CORRECT <<

*DEFINE TRAVEL PAYMENT VOUCHER - VP5 Year: 11 12
Command: VP5 Account: __________ Misc: _______________ Month: OCT
===============================================================================
Status: CREATED -- COVER SHEET -- Document ID: X0VP5972603
Action: APP 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

Then approve the document with an APP action.
Travel Voucher

*DEFINE TRAVEL PAYMENT VOUCHER - VP5 Year: 11 12
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 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

-- 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
*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 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 Year: 11 12
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 --
**UT Employees, employed students and prospective employees must sign this printout.**

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

---

Record Date: 10/17/11  
*** VOUCHER COVER SHEET ***  
Document ID: X0VP5972603

Creator Name: MARTT, GARY E  
Logon ID: ACGEM Mail Code: K5300  
Phone Number: 232-5646  
Vendor ID: 2 albert 002

**Account Group:___________________________    ______________________________**

**Justification (required):**

---

**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.

Name: _______________________________    Date: _______________

---

**DEAN'S SIGNATURE (if required):**

Name: _______________________________    __________________

---

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

---

**DESCRIPTION         ACCOUNT    OBJ  PO NUMBER   DTN         AMOUNT**

---

**PAY TO: EINSTEIN, ALBERT**

**Vendor Description:**

EINSTEIN, ALBERT  
Destination: ANNISTON, AL  
Perform research activities.  
UT Benefit: Enhance performance of job duties.

---

**Total Amount:** 2,321.10
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
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 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:

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