## Travel Voucher eForm



| **Step** | **Action** |
| --- | --- |
| 1.
 | When you click the link for eForms, the **Non PO Voucher eForm** appears in the Voucher Header by default.If needed, use the right side of the **Voucher Header** to select the **Travel Reimbursement** eForm.Click the **Voucher Type** dropdown button to activate the menu. |

| **Step** | **Action** |
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| 1.
 | Click the **Travel Reimbursement** list item. |



| **Step** | **Action** |
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| 1.
 | Enter your full name in the **Entered By:** field.Enter the desired information into the **Entered By:** field. Enter "**Sample User**". |

| **Step** | **Action** |
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| 1.
 | Enter your area code and work telephone number.  No special characters are needed here.Enter the desired information into the **Entered By Phone Number:** field. Enter "**7135001234**". |

| **Step** | **Action** |
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| 1.
 | Your phone number is formatted when you move to the next field on the eForm.Enter the name of the department where you work.  This may not necessarily be the same as the department used in the ChartField String.  Enter the desired information into the **Department Name** field. Enter "**Radiology**". |



| **Step** | **Action** |
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| 1.
 | Enter the travel purchase order number.Enter the desired information into the **PO Number** field. Enter "**0000186683**". |



| **Step** | **Action** |
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| 1.
 | When you move to another field, details from the travel PO are populated on the eForm, such as the Vendor Information and PO line details.Enter the travel **Invoice Number** in the recommended format:• Registration - YYRVendorID\_MMDD• Employee expenses - YYEVendorID\_MMDD• Misc. Services/Consultant - YYCVendorID\_MMDDEnter the desired information into the **Invoice Number** field. Enter "**15E9843\_0815**". |

| **Step** | **Action** |
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| 1.
 | The **Reimbursement Creation Date** defaults to today's date.Enter the total amount to be reimbursed to the vendor/supplier.  This will match the amount on the Travel Expense Worksheet or Misc. Services Expense Worksheet.Enter the desired information into the **Reimbursement Total Amount** field. Enter "**1000**". |

| **Step** | **Action** |
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| 1.
 | Click the **Vertical** scrollbar. |



| **Step** | **Action** |
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| 1.
 | In the **Travel Voucher Detail** section, review the PO line information.  Using the completed Expense Worksheet, select each PO Line and enter the correct **Reimbursement Amount.** |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Once you have input all of the information on the eForm, click the **Validate** button to check for any errors.(In this example, a PO line has been entered with an incorrect reimbursement amount.)Click the **Validate** button. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | If needed, correct any errors or click the **Reset** button and re-enter the eForm data.  Then validate the eForm again.(In this example, we are correcting the reimbursement amount.)Enter the desired information into the **Reimbursement Amount** field. Enter "**51.00**". |

| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Validate** button. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | After you have validated the eForm information, attach the supporting documentation.Click the **Attachments** button. |



| **Step** | **Action** |
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| 1.
 | Click **Add** to search for and attach the supporting documentation for the transaction.  Once all required file(s) are displayed in the **Attachments** pop-up window, click OK.Click the **OK** button. |



| **Step** | **Action** |
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| 1.
 | Notice the **Attachments** button indicates the number of files attached to the eForm.Click the **Acknowledge radio button** option. |



| **Step** | **Action** |
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| 1.
 | Optional:  Use the **Print** button to get a copy of the completed eForm.The last step is to submit the eForm.Click the **Submit** button. |



| **Step** | **Action** |
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| 1.
 | Once the eForm is submitted, a confirmation message appears. |

| **Step** | **Action** |
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| 1.
 | You have successfully completed this topic.**End of Procedure.** |