Creating Vouchers
Quick Reference Card

Vouchers allow you to submit your travel expenses for reimbursement.

You can create vouchers in the following situations:

- After your authorization is approved and before the first day of travel (pre-trip voucher – if enabled for you)
- During your long-term travel, or when your travel is complete (incremental or final voucher)
- After your final voucher has been approved (supplemental voucher)

See **UG40-Creating Vouchers** for detailed information.

Process Overview

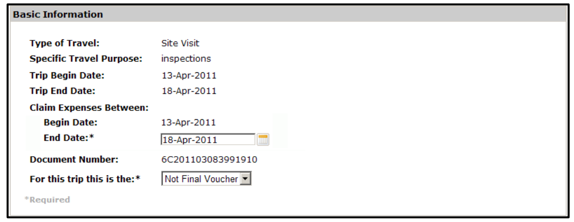
1. Click the **Create Voucher** link on your To Do List, or go to the Trip Dashboard by clicking the **Show** link for the trip on the Trips tab and then click **Create Voucher**. The **Basic Information** page appears.

To Do List Create Voucher link

2. Complete each workflow step. Required fields are marked with an asterisk.
3. Review the voucher from the **Summary** step. When you are satisfied, click **Send to Approver**.

Completing Workflow Steps

Basic Information



Basic Information page

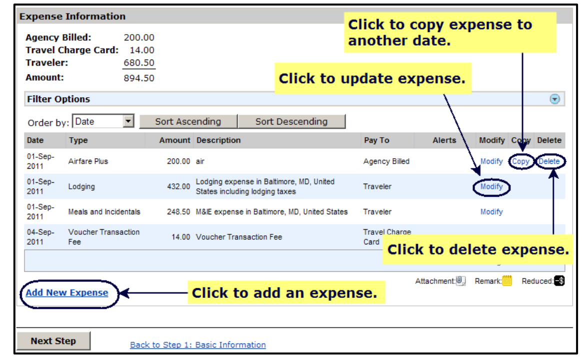
1. Enter or select the voucher cut-off date (end date for expenses on this voucher).
2. Indicate if this is the last voucher for your trip.

   Tip: A "Final Voucher and Update Site Details" selection is available if your travel policy allows itinerary changes to be made directly on a final voucher, bypassing the need to amend the authorization when your travel plans changed during the trip. Selection of this option inserts a "Site Details" step in the workflow, where you can make your itinerary changes. See **QRC42 – Changing Itinerary on Final Vouchers** for more information.

3. Click **Save and Next Step**.

Expenses

Vouchers automatically include certain estimated expenses from the authorization, and may reflect adjustments for pre-trip expenses. Expenses may be included at a zero dollar amount (0.00).

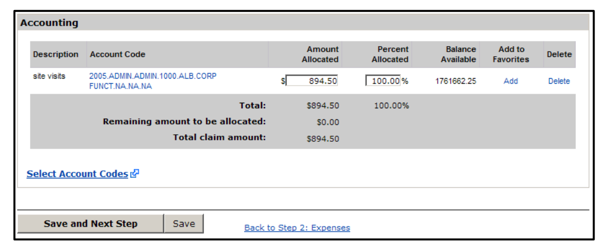


Expenses page

1. Review and make Pay To selections.
   - Click the **Modify** link to make changes.
   - Click the **Add New Expense** link to add an expense. (If available, click the **Add Credit Card Expense** link to select a charge card transaction as an expense.)
   - Click the **Copy** link to copy to another date.
   - Click the **Delete** link to delete an expense.
2. Click **Next Step**.

Accounting

If you do not select accounting information, click **Save and Next Step** to move to the next workflow step. If a warning message appears, click **Save and Next Step** again.



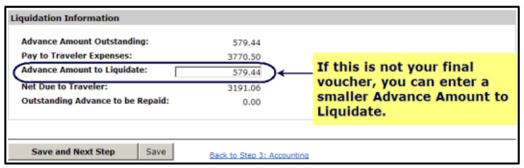
Accounting page

1. Review accounting information. Allocations should total 100% of your voucher expenses.
   - To select accounts to fund expenses, click the **Select Account Codes** link.
   - To split funding between multiple accounts by expense type or date, click the **Split Funding** link.
2. Click **Save and Next Step**.

Liquidations

This step appears if you received a travel advance. Advances must be liquidated.

If this is a final voucher, E2 automatically calculates the maximum amount available for liquidation. Click **Next Step** to continue.



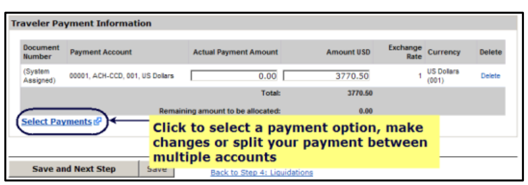
Liquidations page

If this is an incremental voucher:

1. Enter the **Advance Amount to Liquidate**. (Maximum is the lesser of the Advance Amount Outstanding or Pay to Traveler Expenses.)
2. Click **Save and Next Step**.

Payments

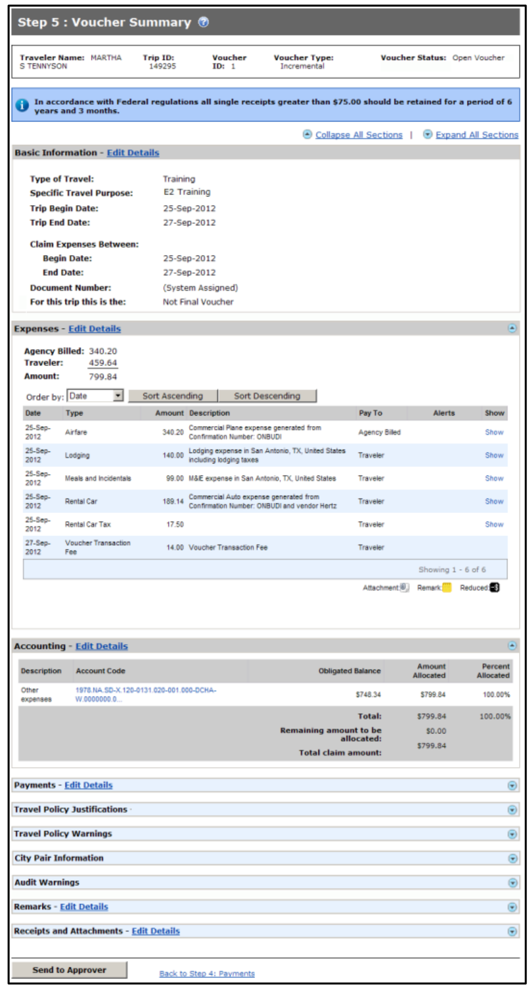
This step appears if you can select how you are reimbursed for expenses designated as Pay To Traveler.



Payments step

1. Review and make changes.
   - Click the **Select Payments** link to select an account or method of payment.
   - Update the **Amount USD** field or the **Actual Payment Amount** field if the payment selection is foreign currency.
2. Click **Save and Next Step**.

Summary



Summary page (some sections collapsed)

1. Review the voucher and make sure your entries are accurate. Click the **Edit Details** link in any panel header to return to that workflow step to make changes.

   The Travel Policy Justifications, Travel Policy Warnings and City Pair Information sections are informational only and reflect information and selections made from the authorization.

   The Audit Warnings section is an optional section that appears if the voucher may be a candidate for audit. This section lists the reasons the voucher may be selected for audit.
2. When you are satisfied, click **Send to Approver**. A **Confirm Action** window appears.
3. Read the voucher acceptance policy. When you submit the voucher, this acceptance is logged and becomes part of the trip history.
4. Click **Confirm**.

You will receive email notifications as your voucher moves through the approval process, and when it receives final approval for payment.

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CWTSatoTravel Web Site:
http://www.cwtsatotravel.com