



## Managing Voucher Expenses after Amending an Authorization Quick Reference Card

If you have an "in progress" voucher (in Open or Revised status) at the time you amend an authorization, the amendment process deletes that voucher. For many users, this has no impact. However, some users may have entered "transportation and other" (T&O) expenses on that "in progress" voucher because those expenses did not map from the original authorization.

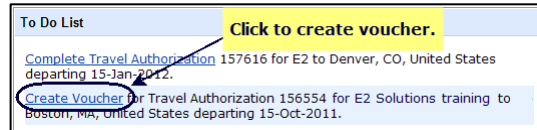
After the authorization amendment reaches final approval and you create a new voucher for the trip, this feature allows you to choose:

- **Use Only Approved Amendment Expenses** to use standard expense mapping to move unclaimed estimated T&O expenses from the amended authorization to the new voucher
- **Use Only Pre Amendment Voucher Expenses** to use only T&O expenses from the "in progress" voucher that was deleted by the amendment process on the new voucher, including associated remarks and attachments. No estimated T&O expenses from the amended authorization are mapped to the new voucher.

**Tip:** This feature is only available if the authorization amendment process deleted an "in progress" voucher. It does not impact lodging, meals or incidentals, or transportation expenses derived from the reservation.

## 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**.



### To Do List Create Voucher link

The **Basic Information** page appears.

### Basic Information page

2. Enter or select the voucher cut-off date (end date for expenses on this voucher).
3. Select whether to **Use Only Approved Amendment Expenses** (normal expense mapping) or to **Use Only Pre Amendment Voucher Expenses** (use only the T&O expenses entered on the voucher deleted by the amendment process) on this voucher from the **Transportation and Other Expenses** list.
4. 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. See **QRC42 – Changing Itinerary on Final Vouchers** for more information.

5. 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).

**Tip:** If you choose to use only T&O expenses entered on the voucher deleted by the authorization amendment process on this voucher, review all the expense details to be sure they are still accurate and review the list for any duplicates.

### 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.

Description	Account Code	Amount Allocated	Percent Allocated	Balance Available	Add to Favorites	Delete
site visits	2005 ADMIN ADMIN 1000 ALB CORP FUNCT.NA.NA.NA	\$ 894.50	100.00%	1761862.25	Add	Delete
Total:		\$894.50	100.00%			
Remaining amount to be allocated:		\$0.00				
Total claim amount:		\$894.50				

[Select Account Codes](#)

**Save and Next Step** Save [Back to Step 2: Expenses](#)

## Accounting page

- 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.
- 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.

Liquidation Information	
Advance Amount Outstanding:	579.44
Pay to Traveler Expenses:	3770.30
Advance Amount to Liquidate:	579.44
Net Due to Traveler:	3191.06
Outstanding Advance to be Repaid:	0.00

**If this is not your final voucher, you can enter a smaller Advance Amount to Liquidate.**

**Save and Next Step** Save [Back to Step 3: Accounting](#)

## Liquidations page

## If this is an incremental voucher:

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

## Payments

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

Document Number	Payment Account	Actual Payment Amount	Amount USD	Exchange Rate	Currency	Delete
(System Assigned)	0001 ADH-CCD 001 US Dollars	0.00	3770.30	1	US Dollars (001)	Delete
Total:			3770.30			
Remaining amount to be allocated:		0.00				

**Click to select a payment option, make changes or split your payment between multiple accounts**

[Select Payments](#)

**Save and Next Step** Save [Back to Step 4: Liquidations](#)

## Payments step

- 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.
- Click **Save and Next Step**.

## Summary

Step 4 : Voucher Summary	
Traveler Name:	JAN T AMBER
Trip ID:	234515-1
Voucher ID:	1
Voucher Type:	Final
Voucher Status:	Open Voucher
In accordance with Federal regulations all single receipts greater than \$75.00 should be retained for a period of 6 years and 3 months.	
Basic Information - Edit Details	
Type of Travel:	Test Travel
Specific Travel Purpose:	vanilla voucher
Trip Begin Date:	02-Mar-2017
Trip End Date:	05-Mar-2017
Claim Expenses Between:	
Begin Date:	02-Mar-2017
End Date:	05-Mar-2017
Transportation and Other Expenses:	Use Only Approved Amendment Expenses
Document Number:	(System Assigned)
For this trip this is the:	Final Voucher
Expenses - Edit Details	
Agency Billed:	368.70

## Summary page (partial)

- 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.

- When you are satisfied, click **Send to Approver**. A **Confirm Action** window appears.
- Read the voucher acceptance policy. When you submit the voucher, this acceptance is logged and becomes part of the trip history.
- 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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