

# WIUP – Travel Voucher

Go To WIUP

Type in TRAV

Individuals can now search for travel vouchers they have created by doing the following:

Click on “Search for a Previous Travel Voucher” Click on “Enter”

Users have the ability to search by traveler name, University ID number or travel voucher number. Please remember that search results will contain only travel vouchers created by the person logged into TRAV.

To Create a new blank Employee Travel Voucher

**WIU ID** – Traveler’s “9” number must be used

**Traveler Name and Address** – this will auto fill

**Means of Transportation** – Select if State Car, Personal Auto or Other

**Headquarters** – list the City and State only

**Residence** – will auto fill the City and State

**Account Information**

**Account** – up to 3 different account numbers can be used for the reimbursement

**Subcode** – drop down shows the subcodes that are available to use.

**Description** – list the Travelers Last Name / City, State

**Amount** – dollar amount of the expense being paid to traveler

(this amount can be filled out after the reimbursable expense are completed)

**Conference Registration Fees** - if this is travel for a conference select yes and put the dollar amount of the registration fee or select yes with no fee.

After the Account information section is completed click on the button “Add to Travel Voucher”

**Travel Detail and Amounts**

**Travel Date and Time** – beginning and ending dates and times required

**City Departure from and City Arrived at** – list City and State Only

**Mileage** – auto mileage automatically calculates

-Effective January 1, 2019 commuting miles must be deducted from mileage reimbursements if an employee leaves from his or her residence, even if he or she does not travel through headquarters.

Please note the number of commuting miles deducted in the Traveler Comment section of the travel voucher.

**Train / Airfare** – select train or airfare and list the dollar amount to be reimbursed

**Lodging** – list the lodging amount

**Per diem or Meal Allowance** – employees receive per diem in travel status

**Other** – Taxi/Shuttle, Tolls, Parking, and Baggage fees can be selected

**After the Travel Detail and Amounts section is completed, click on the button “Add to Travel Voucher”**

**Repeat the above for additional lines**

**The lines entered will show in the box below and can be edited or deleted**

**PCard / Direct Billed Totals**

**Travel Date** – date of travel for the pcard charge

**City Arrived at** – list City and State Only

**Train / Airfare** – select train or airfare and list the dollar amount

**Lodging** – list the lodging amount

**Other** – Taxi/Shuttle, Tolls, Parking, and Baggage fees can be selected

**After the PCard / Direct Billed section is completed click on the button “Add to Travel Voucher”**

**Repeat the above for additional lines**

**Purpose of Travel** – must put the business meeting, training or conference information

**Complete the Comment Section if more travel information is needed to explain the expenses.**

**Account Information** – If you are adding the \$ amount be sure to click add to Travel Voucher.

**Print the Travel Voucher and attach all original receipts to this Travel Voucher and submit to the Business Office**

**If items are left off of the Travel Voucher they should be added by editing the Travel Voucher on-line.**

**After the editing it is necessary to print the corrected Travel Voucher.**

**Please obtain all new signatures when printing.**

**Frequently Asked Questions:**

**Why do I have to list Pcard charges and Registration Fees on the Travel Voucher?**

**A It gives a complete total of all the travel expenses for this trip.**

**Do I have to put the total dollar amount on the pay line before I list my reimbursable expenses?**

**A No this can be done after all travel expenses have been listed.**