New Online Travel Voucher

This is the main login screen located at:

Enter your UCSBnetID, then password if this does not work click on the provided link to see if you have an ID

https://titan.isc.ucsb.edu/ldap/

next click on

In the upper right-hand corner of the screen you will see a login box.
Enter your name as instructed in the search if your name is found it will tell you your ID and you can proceed to reset you password if you cannot remember it.
Once you are set with your ID and password you can go back to the TEV screen and login.
Overview of the Menu Page:

- Create a new voucher
- Holds vouchers you are working on or have passed on
- Vouchers that are in to Accounting
- Vouchers that have been processed
- Yes you can now delete a voucher, once you delete a voucher from the in-basket menu it is put in the waste-basket where it will be erased by Accounting after 2 weeks. You do have the opportunity to get it out of the waste-basket in that time
- Exit out of the TEV system

Please select one of the following choices:

- **New Voucher**: Fill out a new travel voucher.
- **In-Basket**: Modify an existing travel voucher.
- **Out-Basket**: View an in-process travel voucher.
- **Archive-Basket**: View a processed travel voucher.
- **Waste-Basket**: View a previously discarded travel voucher.
- **Exit**: Exit the UCSB Travel Application.
Domestic Online Travel Voucher

Once in you will see the following selection screen:

Choose New Voucher
You will see the following

click the vendor ID button
(scrolling bar stays with you throughout the form and you can click on the sections to go back to that part of the form)
In order for a Traveler to be reimbursed through the Accounting Office’s APEX system, the traveler must already exist as a Vendor in APEX. If you are unable to find the correct Vendor entry for this voucher’s Traveler, please contact the Accounting Office for assistance.

If you already know the Traveler’s Vendor ID, please enter it in the text box and click the corresponding search button.

Vendor ID: [blank]  Search For Vendor ID

OR

To search for the Traveler’s Vendor ID by name, please enter the Traveler’s last name (or partial last name) in the text box and click the corresponding search button.

Vendor Name: [blank]  Search Employees By Name  Search All Vendors By Name

Main Menu  Exit

Enter the name or part of the name and search
Look through the list and find the traveler. If they are not there you will have to go to the vendor request page whose link you can find on the UCSB Travel Accounting site: http://accounting.ucsb.edu/Travel/forms/
Fill out the form and submit it, you will have to wait until accounting notifies you with the number that has been assigned before you can proceed with the voucher.

If you find the vendor on the list choose that one.
Enter the dates of travel, if this is a domestic trip make sure that option for (Was this trip conducted solely within the 48 contiguous United States?): is checked Yes. Enter in the Purpose and Destination of Trip and add comments.

Choose the Create Voucher button at the bottom of the form.
The next screen will have the full form in the following sections.

### Meals & Incidentals Expenses

**CONUS (DOMESTIC) MEALS & INCIDENTALS EXPENSES FOR TRIPS LESS THAN 30 DAYS IN DURATION**

A traveler may claim a daily MAXIMUM of $33.00 if trip is more than 12 hours in duration but less than 24 hours. A traveler may claim a daily MAXIMUM of $50.00 per 24 hour period. Original receipts are required for any meal greater than $75. The maximum allowed amount for this voucher is $150.00.

| Claimed Amount: | 0.00 |

### Meals & Incidentals Expense Comments

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### Lodging

**Lodging Grand Total: $138.00**

**CONUS (DOMESTIC) LODGING**

To add a new Lodging record, please enter Lodging information into the input fields below and press the “Add Lodging Record” button. To update an existing Lodging record, please press the corresponding “Edit” button. The data from the Lodging record will then be loaded into the input fields.

<table>
<thead>
<tr>
<th>State</th>
<th>City/Location</th>
<th>Nights</th>
<th>Rate</th>
<th>Tax</th>
<th>Other</th>
<th>Total</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>California</td>
<td>Other</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>Add Lodging Record</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State</th>
<th>City/Location</th>
<th>Hotel</th>
<th>Nights</th>
<th>Rate</th>
<th>Tax</th>
<th>Other</th>
<th>Total</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA</td>
<td>Santa Barbara</td>
<td>The Faculty Club</td>
<td>2</td>
<td>$69.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$138.00</td>
<td>Remove</td>
</tr>
</tbody>
</table>

**Nights:** 2

**Total:** $138.00

### Lodging Expense Comments

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You will notice that for the lodging, transportation, other miscellaneous, and funding information sections you can add multiple records instead of having a certain number of boxes there to fill out.

*Note after you add the information for one record you must choose the “add record” button for this information to be added.*
### Transportation Expenses

Transportation Grand Total: $305.00

To add a new Transportation record, please enter Transportation information into the input fields below and press the "Add Transportation Record" button. To update an existing Transportation record, please press the corresponding "Edit" button. The data from the Transportation record will then be loaded into the input fields.

<table>
<thead>
<tr>
<th>From/To Location</th>
<th>Round Trip</th>
<th>Airfare Amount</th>
<th>Rental Car Amount</th>
<th>Rental Car Gas Amount</th>
<th>Bus Amount</th>
<th>Rail Amount</th>
<th>Taxi Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Private Car Mileage (Requires liability insurance for reimbursement.)**

Will Private Car Mileage be claimed for this voucher?  

Yes ☑ No ☐

### Other Transportation Expenses

To add a new TransportationOther record, please enter TransportationOther information into the input fields below and press the "Add TransportationOther Record" button.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

Currently, no transportation other records exist for this voucher.

### Transportation Expense Comments


### Other Expenses

Other Expenses Grand Total: $0.00

### Named Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking</td>
<td>0.00</td>
</tr>
<tr>
<td>Tolls</td>
<td>0.00</td>
</tr>
<tr>
<td>Baggage Fees</td>
<td>0.00</td>
</tr>
<tr>
<td>Phone/Fax</td>
<td>0.00</td>
</tr>
<tr>
<td>Registration</td>
<td>0.00</td>
</tr>
<tr>
<td>Foreign Currency Exchange Fees</td>
<td>0.00</td>
</tr>
<tr>
<td>Travel Card Cash Advance Fee</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Other Miscellaneous Expenses

To add a new OtherExpenses record, please enter OtherExpenses information into the input fields below and press the "Add OtherExpenses Record" button.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

Currently, no other expense records exist for this voucher.

### Other Expense Comments


After you enter in the information for each section the screen will refresh and you will see the next section show up for you to fill out. (note: don’t forget you can now enter in the project code)
* You will notice that the screen will do a little refresh each time you enter information and go on to the next section. Please wait for the system to do this otherwise when you enter in more information it will not show up or the cursor will jump back to another spot (I know a bit annoying) so make sure that you save the voucher each time.

Go through and verify all totals are correct and match.
Save voucher and then pass on for approval
Choose the printable TEV, then choose the voucher details and print out this form.
Make sure there is a travel approval included when the travel is for a student or on Department funds.
Make two full copies of the receipts and TEV, you will now have three sets of the voucher. Put the original and one copy in the Budget Office inbox and save the other for your files.
Foreign Online Travel Voucher

For foreign travel follow the same steps as above but when you fill in the trip information
In the Trip Information box where you are asked if this trip was conducted solely within the contiguous United States you should mark the box with “No”.

![Trip Information Form]

![Purpose and Destination of Trip Form]

![Additional Comments Form]

![Voucher Preparer Information Form]
After you have done this your screen should refresh and look like this:

Check the boxes whether they are claiming per diem for meals and lodging or not. Then fill out the rest of the form and create the voucher. Now you will notice an extra box before the meals.
(see below)

fill out an add the record for each foreign destination.
You can get the per diem from the US Government site
http://www.state.gov/m/a/als/ prdm/2004/
You will see that the Oconus records are added to the meals and lodging.
Fill out the rest of the form just like a domestic voucher.  
Go through and verify all totals are correct and match.  
Save voucher and then pass on for approval  
Choose the printable TEV, print out this form. Make sure there is a travel approval included when the travel is for a student or on Department funds.  
Make two full copies of the receipts and TEV, you will now have three sets of the voucher. Put the original and one copy in the Budget Office inbox and save the other for your files.