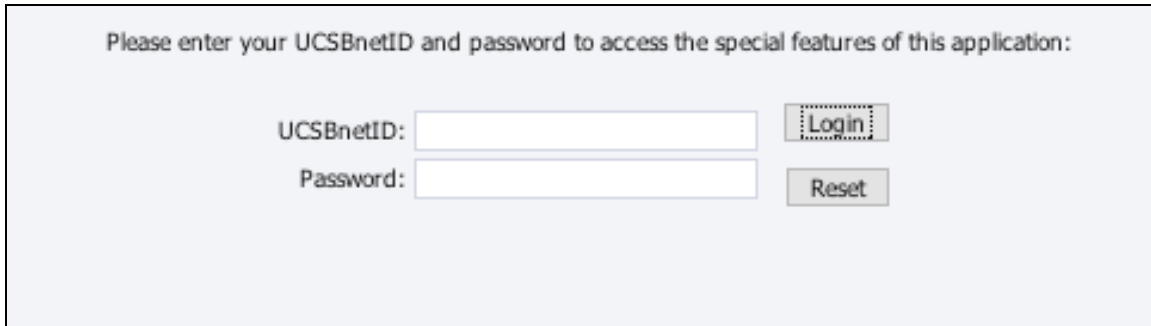


# New Online Travel Voucher

This is the main login screen located at:

<https://apps.accounting.ucsb.edu/travel/Secure/Login.aspx?ReturnUrl=%2ftavel%2fdefault.aspx>

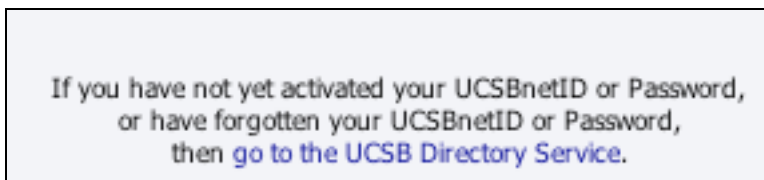


Please enter your UCSBnetID and password to access the special features of this application:

UCSBnetID:

Password:

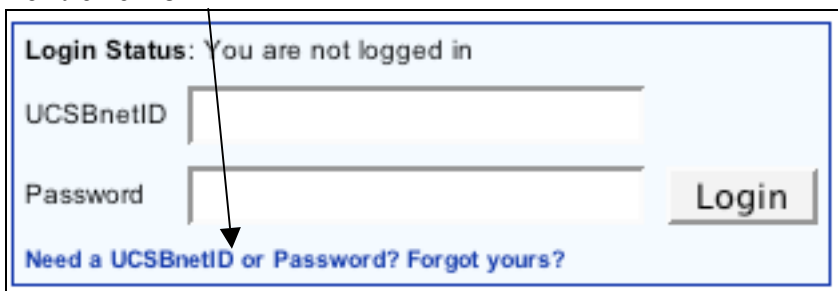
Enter your UCSBnetID, then password if this does not work click on the provided link to see if you have an ID



If you have not yet activated your UCSBnetID or Password, or have forgotten your UCSBnetID or Password, then [go to the UCSB Directory Service](#).

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

next click on



Login Status: You are not logged in

UCSBnetID

Password

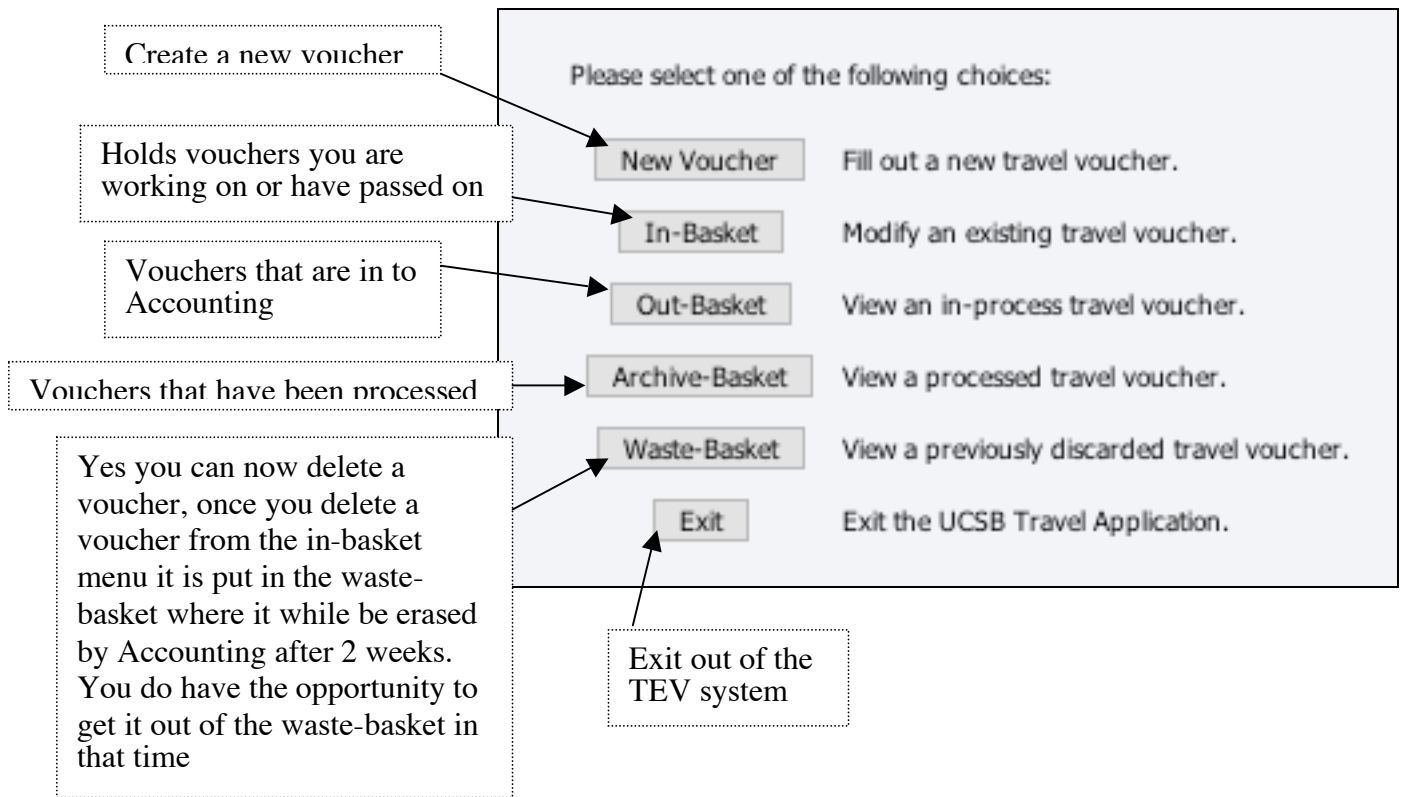
[Need a UCSBnetID or Password? Forgot yours?](#)

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:



# Domestic Online Travel Voucher

Once in you will see the following selection screen:

Please select one of the following choices:

<input type="button" value="New Voucher"/>	Fill out a new travel voucher.
<input type="button" value="In-Basket"/>	Modify an existing travel voucher.
<input type="button" value="Out-Basket"/>	View an in-process travel voucher.
<input type="button" value="Archive-Basket"/>	View a processed travel voucher.
<input type="button" value="Waste-Basket"/>	View a previously discarded travel voucher.
<input type="button" value="Exit"/>	Exit the UCSB Travel Application.

Choose New Voucher

You will see the following

**Menu**

- Traveler
- Trip
- Purpose
- Comments
- Preparer
- Create

**Traveler Information**

Vendor ID:

Employee ID:

Name:

Address 1:

Address 2:

City, State Zip:

UC Employee:  Yes  No

US Citizen:  Yes  No

Home Campus:

Email Address:

Voucher Department: ELEG

Corporate Card: No UCSB Corporate Credit Card was found for this traveler.

Scrolling Menu Bar

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:

**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:

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

### Trip Information

Initial Departure Location:

Primary Destination:

Initial Departure Date - Time:   12 ▾ 00 ▾ AM ▾

Final Return Date - Time:   12 ▾ 00 ▾ AM ▾

Total Number of Personal Days:

Total Number of Travel Days:

Was this trip conducted solely within the 48 contiguous United States?:  Yes  No

### Purpose and Destination of Trip

### Additional Comments

### Voucher Preparer Information

Preparer's Name: Dahlen, Lisa R

Preparer's Department: ELEG

Preparer's Email Address:

Prepared Date: 12/06/2004

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 Meals & Incidentals Grand Total: \$0.00

**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:

**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.

State	City/Location	Nights	Rate	Tax	Other	
California	<input type="text"/>	0	0.00	0.00	0.00	<input type="button" value="Add Lodging Record"/>

Hotel/Accommodation:

State	City/Location	Hotel	Nights	Rate	Tax	Other	Total	Action
CA	Santa Barbara	The Faculty Club	2	\$69.00	\$0.00	\$0.00	\$138.00	<input type="button" value="Remove"/> <input type="button" value="Edit"/>
<b>Nights:</b>			<b>2</b>			<b>Total:</b>	<b>\$138.00</b>	

**Lodging Expense Comments**

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.

From/To Location	Round Trip	Airfare Amount	Rental Car Amount	Rental Car Gas Amount	Bus Amount	Rail Amount	Taxi Amount
<input type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Airline Name: <input type="text" value="Other"/>							
Rental Car Agency Name: <input type="text" value="Other"/>							

From/To Location	Round Trip	Airline Name	Airfare Amount	Rental Car Name	Rental Car Amount	Rental Car Gas Amount	Bus Amount	Rail Amount	Taxi Amount	Total	Action
Kyoto to SB	True	Northwest Airlines	\$305.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$305.00	<input type="button" value="Remove"/> <input type="button" value="Edit"/>
<b>Totals:</b>			<b>\$305.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$305.00</b>	

### 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.

Description	Amount
<input type="text"/>	<input type="text" value="0.00"/>

Currently, no transportation other records exist for this voucher.

### Transportation Expense Comments

## Other Expenses Other Expenses Grand Total: \$0.00

### Named Expenses

Description	Amount
Parking	<input type="text" value="0.00"/>
Tolls	<input type="text" value="0.00"/>
Baggage Fees	<input type="text" value="0.00"/>
Phone/Fax	<input type="text" value="0.00"/>
Registration	<input type="text" value="0.00"/>
Foreign Currency Exchange Fees	<input type="text" value="0.00"/>
Travel Card Cash Advance Fee	<input type="text" value="0.00"/>

### 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.

Description	Amount
<input type="text"/>	<input type="text" value="0.00"/>

Currently, no other expense records exist for this voucher.

### Other Expense Comments

## Funding Information

### Advance Funding Information

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

Advance Number	Advance Date	Advance Amount	AdvanceDescription	
<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>	<input type="button" value="Add Advance Record"/>

Number	Date	Amount	Description	Action
	12/03/2004	\$138.00	lodging expenses	<input type="button" value="Remove"/> <input type="button" value="Edit"/>
<b>Total:</b>		<b>\$138.00</b>		

### Non UC Funding Information

Non UC Funding Description:	<input type="text"/>
Non UC Funding Amount:	<input type="text" value="0.00"/>

### Chart of Accounts Funding Information

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

Loc	Account	Fund	Sub	Object	Cost Center	Cost Type	Project	Amount	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="button" value="Add Funding Record"/>

Loc	Account	Fund	Sub	Object	Cost Center	Cost Type	Project	Amount	Dept	Account Name	Funding Status	Action
8	402530	19900	3	7920				\$443.00	ELEG	ELECTRICAL & COMPUTER ENGR	Valid	<input type="button" value="Remove"/> <input type="button" value="Edit"/>
<b>Total:</b>								<b>\$443.00</b>				

## Expense/Payment Summary Information

### Expense Summary

Expense	Amount
Meals & Incidentals:	\$0.00
Lodging:	\$138.00
Transportation:	\$305.00
Other:	\$0.00
<b>Grand Total:</b>	<b>\$443.00</b>

### Payment Summary

Payment	Amount
Advance Amount:	\$138.00
Non UC Funding Amount:	\$0.00
Cash Advance Fee:	\$0.00
Amount Payable to Travel Card:	<input type="text" value="0.00"/>
<b>Amount Due Traveler:</b>	<b>\$305.00</b>
Amount Due UC Regents:	\$0.00

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 curser 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

Initial Departure Location:	<input type="text"/>
Primary Destination:	<input type="text"/>
Initial Departure Date - Time:	<input type="text"/> <input type="button" value="Calendar"/> 12 ▾ 00 ▾ AM ▾
Final Return Date - Time:	<input type="text"/> <input type="button" value="Calendar"/> 12 ▾ 00 ▾ AM ▾
Total Number of Personal Days:	<input type="text" value="0.00"/>
Total Number of Travel Days:	<input type="text" value="0.00"/> <input type="button" value="Validate and Calculate Trip Info"/>
Was this trip conducted solely within the 48 contiguous United States?: <input checked="" type="radio"/> Yes <input type="radio"/> No	

## Purpose and Destination of Trip

## Additional Comments

## Voucher Preparer Information

Preparer's Name:	Dahlen, Lisa R
Preparer's Department:	ELEG
Preparer's Email Address:	<input type="text" value="dahlen@ece.ucsb.edu"/>
Prepared Date:	12/06/2004

After you have done this your screen should refresh and look like this:

**Trip Information**

Initial Departure Location:   
 Primary Destination:

Initial Departure Date - Time: Wednesday, October 20, 2004 10:00 AM  
 Final Return Date - Time: Sunday, November 21, 2004 6:30 PM  
 Total Number of Personal Days: 29.00  
 Total Number of Travel Days: 4.00

Voucher Type:  Domestic (CONUS) Travel Only  Domestic (CONUS) and Foreign (OCONUS) Travel  
**Warning: Changing the voucher type from Domestic and Foreign Travel to Domestic Travel Only will result in the deletion of all foreign related data from this voucher.**

OCONUS claiming method for meals:  Per Diem Only  Actual Expenses  
 OCONUS claiming method for lodging:  Per Diem Only  Actual Expenses

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)

**Foreign Per Diem (OCONUS) Information**

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

Travel Period: Wednesday, October 20, 2004 10:00 AM through Sunday, November 21, 2004 6:30 PM  
 Country:    
 City / Location:   
 Arrival Date - Time:   12  00  AM   
 Departure Date - Time:   12  00  AM   
 Meals Per Diem Rate:   
 Lodging Per Diem Rate:   
 Lodging Actual Expense:   
 Exchange Rate:

Country	City / Location	Arrival Date Time	Departure Date Time	Number Days	Meals Per Diem Rate	Meals Actual Expenses	Lodging Per Diem Rate	Lodging Actual Expenses	Total Per Diem Rate	Exchange Rate	Action
Singapore	Singapore	10/21/2004 10:00PM	10/24/2004 11:00AM	2.5	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00	1Sing.\$ = 0.60 US	<input type="button" value="Remove"/> <input type="button" value="Edit"/>
Singapore	Singapore	10/24/2004 05:00PM	11/03/2004 05:00PM	10	\$20.00	\$0.00	\$52.15	\$0.00	\$72.15		<input type="button" value="Remove"/> <input type="button" value="Edit"/>
<b>Total Days:</b>				<b>12.5</b>							

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.

### Meals & Incidentals Expenses Meals & Incidentals Grand Total: \$250.00

**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 \$0.00.

Claimed Amount:

**OCONUS (FOREIGN) MEALS & INCIDENTALS EXPENSES FOR TRIPS LESS THAN 30 DAYS IN DURATION**

Country	City/Location	Days	Daily Per Diem Rate	Total
Singapore	Singapore	2.5	\$20.00	\$50.00
Singapore	Singapore	10	\$20.00	\$200.00
<b>Total:</b>				<b>\$250.00</b>

**Meals & Incidentals Expense Comments**

### Lodging Lodging Grand Total: \$0.00

**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.

State	City/Location	Nights	Rate	Tax	Other	
California	<input type="text"/>	0	0.00	0.00	0.00	<input type="button" value="Add Lodging Record"/>

Hotel/Accommodation:

Currently, no lodging records exist for this voucher.

**OCONUS (FOREIGN) LODGING**

Country	City/Location	Number of Days	Daily Per Diem Rate	Daily Per Diem Maximum	Actual Receipt Amount
Singapore	Singapore	2.5	\$0.00	\$0.00	\$0.00
Singapore	Singapore	10	\$52.15	\$156.45	\$0.00
<b>Total:</b>					<b>\$0.00</b>

**Lodging Expense Comments**

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.