# WIUP – Travel Voucher

**Go To WIUP**

**Type in TRAV**

**Create a new blank Employee Travel Voucher**

**WIU ID –** Traveler's "9" number must be used

**Travel Voucher Number** – write this number down in order to edit the voucher if the system times out.

**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

> **Perdiem or Meal Allowance** – employees receive perdiem 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.**