

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 @ .545

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.