

## **WIUP – Travel Voucher**

**Go To WIUP**

**Type in TRAV**

**Create a new blank Employee Travel Voucher**

**WIU ID** – Your “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** – type city and state only

**Residence** – will autofill

### **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** – this will be the traveler’s last name / destination

**Amount** – the 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 a conference select yes and put the dollar amount of the registration 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

**Departure from and Arrived at** – to and from destinations must be listed

**Mileage** – auto mileage automatically calculates @ .50

**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 the PCard charge

**Departure from and Arrived at** – to and from destinations must be listed

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

**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.**

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

**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.