WIUP – Travel Voucher

Go To WIUP

Type in TRAV

Individuals can now search for travel vouchers they have created by doing the following:

Click on "Search for a Previous Travel Voucher" Click on "Enter"

Users have the ability to search by traveler name, University ID number or travel voucher

number. Please remember that search results will contain only travel vouchers created by the

person logged into TRAV.

To Create a new blank Employee Travel Voucher

WIU ID – Traveler's "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 – 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

tat02pCiftravedfference select yes and put the dollar amount of

the registration fee or select yes with no fee.

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

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 th.1 (l)-0T&3 (r.2 (i)&t4c9 (r)-43.5(a)3.1 40 Td9h(n)-22J/T A)9.5[l (a)3.1 4(P)-3.8Tf2.1 (el)8)-19.2 (r)-4P)-3.0c9

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.