Electronic Travel Voucher Preparer / Traveler Guide
Northern Illinois University
Accounts Payable Services (APS)
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Electronic Travel Voucher introduction

Electronic Travel Voucher was developed to streamline and simplify travel voucher filling, submission, and approval process. This improved process will help in improving the quality of the travel vouchers and improve the time taken to approve the voucher by making the process fully electronic.

This guide will walk the preparer / traveler through the steps involved in completing the travel voucher accurately and help navigate through the form.

Accessing the eTravel Voucher

The link to accessing the Electronic Travel Voucher can be found on the APS website under Travel section.

Electronic Travel Voucher is on OnBase platform and NIU user-id and password are required to access the form. Once the form is open after entering the credentials, user needs to accept ‘Electronic Travel Voucher Form Use Consent’ to be able to see the full form.

User should provide the consent by clicking on the checkbox after which the rest of the form will show up.

Filling the Travel Voucher

Once the full Travel voucher is opened, user can continue filling each section as applicable. Please note that one travel voucher should only contain charges and reimbursements related to one specific travel event (e.g., all travel items related to one conference) and separate travel vouchers are required to be submitted for different travel. An exception exists for mileage reimbursement requests only with miscellaneous expenses. More than one trip for mileage-related expenses only may be included in one travel voucher.

Each applicable section (e.g., lodging expenses, transportation expenses) needs to be selected with the checkbox against them for it to expand and show the items inside them to be filled.

For foundation travel, if the travel consists of both foundation and non-foundation charges, the travel voucher can be submitted electronically, and foundation will receive a copy in email after all the non-foundation processing is complete by Accounts Payable. If the travel consists only foundation charges, please fill the excel version of the travel voucher found on the Accounts Payable website and submit it to Foundation directly and do not use the electronic travel voucher.
Traveler Information

This section requires the information of the actual Traveler for the travel voucher being submitted.

If the person filling in the form is the traveler, enter the respective account ID and the rest of the details will be prefilled.

If a preparer is filling out the form on behalf of the actual traveler, preparer should enter the Account ID of the respective traveler and it will show the information of the traveler and the preparer.

Select Yes / No for the TA2 Traveler* selection. This question should be answered in the view of Traveler in case a preparer is preparing the Travel Voucher on behalf of the Traveler.

*TA2 Definition: Any individual whose headquarters has been designated as a location other than that at which official duties require the largest part of working time.

Select Yes / No for the GA Student Employee accordingly. This question should be answered in the view of Traveler in case a preparer is preparing the Travel Voucher on behalf of the Traveler.

Details of Travel

This is the first section where details about the travel needs to be entered. The following screenshot shows the example of how this section is filled.
Read through the notes on the top of this section to understand the submission process thoroughly.

Travel Voucher Type
This section determines the travel voucher type being submitted.

- **New Travel Voucher** – This is for a brand-new travel for which no vouchers were submitted previously
- **Additional Pay Travel Voucher** – This is in case the travel voucher is being submitted to add some additional charges to already submitted travel
- **Supporting Documents Update** – This is when a supporting documentation is missed for an already submitted travel voucher

Business Purpose of Travel
Enter the exact purpose of the travel in detail.

Travel Destination
Enter the destination for the travel, to which city the traveler is going to as a destination.

Conference Documentation
Attach the documentation related to the conference.

Travel Authorization
If the Traveler’s department require travel authorization prior to travel, please attach the documentation.

Internal Review
If the Traveler’s department require internal review prior to submitting the travel voucher for approvals, please enter the account ID of the reviewer and the rest of the details will be auto filled and the travel voucher will be sent to them before sending it for approvals.

Lodging Expenses
This section is to enter the corresponding lodging expenses. The following screenshot shows the example of how this section is filled.
A link to the latest lodging rate limits is provided on the form.

**Lodging Details**
Enter the details of the lodging along with the daily rate and if it is a commercial card charge. Please note that one row needs to be entered for each night of the lodging stay.

**Lodging Receipts**
Attach the lodging receipts and follow the scanning guidelines mentioned on the form for scanned documents.

**Recommended Hotel Documentation**
If the daily rates of actual lodging hotel are higher than the lodging rate limits, attach the documentation on the recommended conference hotel.

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**Transportation Expenses**
This section is to enter the transportation related expenses. The following screenshot shows the example of how this section is filled.
Transportation Details
Enter the details of each transportation item and type along with the amount and if it is a commercial card charge.

Transportation Receipts
Attach the transportation receipts and follow the scanning guidelines mentioned on the form for scanned documents.

Mileage Expenses
This section is to enter the mileage related expenses. The following screenshot shows the example of how this section is filled.
Mileage Details
Enter the details of each mileage related item along with the exact address of from and to with number of miles. The total amount is automatically calculated based on the mileage rate for the selected year.

Mileage Documentation
Attach the supporting documentation like a print of the google maps showing number of miles for the entered mileage details and follow the scanning guidelines mentioned on the form for scanned documents.

Note: The mileage rate shown here is different to what is applicable for Athletics department. Traveler or Preparer can reduce the reimbursable amounts to the athletics rate with a comment about the lower amount, or it will be reduced to the maximum allowed by the approvers during funding review.

Travel Meals
This section is to enter the meals related expenses occurred during the travel. The following screenshot shows the example of how this section is filled.

A link to the latest per diem rates is provided on the form.

Meals Details
Enter the details of each meals related item along with the exact amount

Miscellaneous Expenses
This section is to enter any miscellaneous expenses occurred during the travel. The following screenshot shows the example of how this section is filled.

Miscellaneous Expenses Details
Enter the details of each miscellaneous expense item along with the exact amount and if it is a commercial card charge.
Miscellaneous Expenses Receipts
Attach the corresponding receipts for the miscellaneous expense and follow the scanning guidelines mentioned on the form for scanned documents. Receipts are required for charges over $10.

Expenses Totals
This section shows the expense totals based on all the expenses items entered in the travel voucher. Check this section thoroughly for the accuracy of charges.

<table>
<thead>
<tr>
<th>Expenses Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Commercial Card Charges</td>
</tr>
<tr>
<td>939.43</td>
</tr>
<tr>
<td>Total Reimbursable (non-Commercial Card) Charges</td>
</tr>
<tr>
<td>163.06</td>
</tr>
<tr>
<td>Total Travel Charges</td>
</tr>
<tr>
<td>1102.49</td>
</tr>
</tbody>
</table>

Commercial Card Funding
This section is to enter the funding distribution for the commercial card charges entered in the travel voucher. This section will not show up if no charges have been selected as commercial card charge. The following screenshot shows the example of how this section is filled.

The description for each transaction should contain the details of the charge.

Authorization of Payments
This section is to enter the funding distribution for all the non-commercial card charges for which a reimbursement is being requested. These charges can be equal to or less (if traveler spends more than what is allowed and is only requesting to reimburse the allowed amounts) than the ‘Total Reimbursable (non-Commercial Card) Charges’ from Expenses Totals section.
Signature
This section is to enter the account ID of either the preparer (when someone else is filling the form on behalf of the traveler) or the traveler (when traveler is filling the form themselves) indicating they certify the details filled in the form. The following two screenshots show the way it looks when a preparer and a traveler is signing the form.

When a preparer is filling the form, the travel voucher is sent to the traveler to verify the details and sign the travel voucher and submit to reviewer if any or to approvers or send back to preparer for any corrections to make.

This is how it looks like to a preparer who is not the traveler.

Traveler or preparer can print the travel voucher for their records and is recommended to print it as PDF to save paper.

After signing the form, preparer or traveler should hit ‘Submit’ button at the bottom for the form to move to the next stage.