

# *Electronic Travel Voucher Preparer / Traveler Guide*

Northern Illinois University  
Accounts Payable Services (APS)

## Table of Contents

<b>Electronic Travel Voucher introduction</b>	<b>3</b>
<b>Accessing the eTravel Voucher</b>	<b>3</b>
<b>Filling the Travel Voucher</b>	<b>3</b>
<i>Traveler Information</i>	4
<i>Details of Travel</i>	4
Travel Voucher Type	5
Business Purpose of Travel	5
Travel Destination	5
Conference Documentation	5
Travel Authorization	5
Internal Review	5
<i>Lodging Expenses</i>	5
Lodging Details	6
Lodging Receipts	6
Recommended Hotel Documentation	6
<i>Transportation Expenses</i>	6
Transportation Details	7
Transportation Receipts	7
<i>Mileage Expenses</i>	7
Mileage Details	8
Mileage Documentation	8
<i>Travel Meals</i>	8
Meals Details	8
<i>Miscellaneous Expenses</i>	8
Miscellaneous Expenses Details	8
Miscellaneous Expenses Receipts	9
<i>Expenses Totals</i>	9
<i>Commercial Card Funding</i>	9
<i>Authorization of Payments</i>	9
<i>Signature</i>	10

## 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.

### Employee Travel Voucher (Including Commercial Card Travel Purchases)

Electronic Travel Voucher Form Use Consent
<p>NOTE: The NIU OnBase Team recommends using Chrome or Firefox browsers with OnBase. Be prepared to complete in one sitting. You will need the following:</p> <ul style="list-style-type: none"><li>• Receipts</li><li>• Travel Dates</li><li>• Destination, including street address in the case of mileage reimbursement</li><li>• Commercial Card transaction number, if you are including CC transactions.</li></ul> <p>If you need to submit a travel voucher but do not wish to consent to using this electronic form, please contact Account Payable at #phone</p> <p><input type="checkbox"/> By checking this box I give my consent to fill out, sign, and submit this Travel Voucher electronically. I understand that I will not be able to use this electronic form if I do not consent. *</p>

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.**

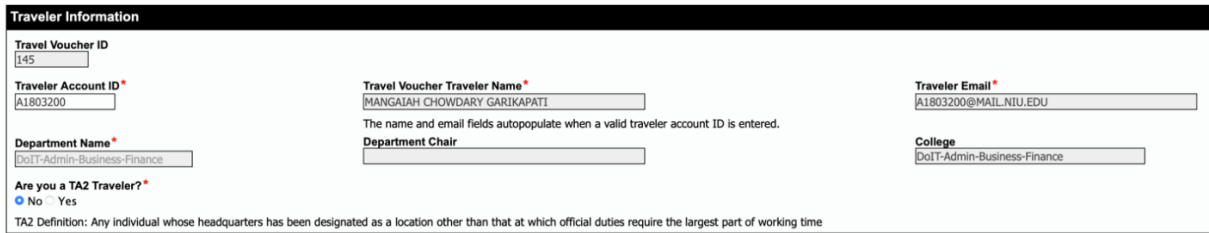
Each applicable section (e.g., lodging expenses, transportation expenses) needs to be selected with the checkbox against them for it to expand and show the items inside them to be filled.

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.



**Traveler Information**

Travel Voucher ID: 145

Traveler Account ID\*: A1803200

Travel Voucher Traveler Name\*: MANGAJAH CHOWDARY GARIKAPATI

Traveler Email\*: A1803200@MAIL.NIU.EDU

Department Name\*: DoIT-Admin-Business-Finance

Department Chair: [Empty]

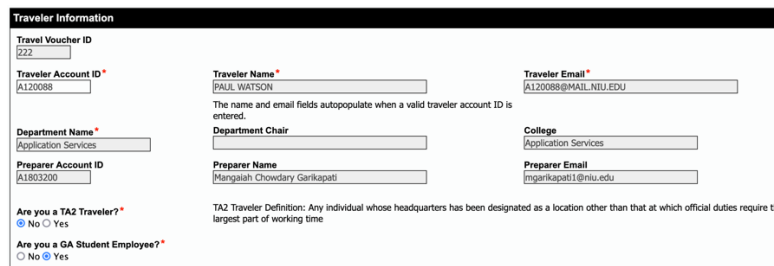
College: DoIT-Admin-Business-Finance

Are you a TA2 Traveler?\*

No  Yes

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

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.



**Traveler Information**

Travel Voucher ID: 522

Traveler Account ID\*: A120088

Traveler Name\*: PAUL WATSON

Traveler Email\*: A120088@MAIL.NIU.EDU

Department Name\*: Application Services

Department Chair: [Empty]

College: Application Services

Preparer Account ID: A1803200

Preparer Name: Mangalah Chowdary Garikapati

Preparer Email: mgarikapati@niu.edu

Are you a TA2 Traveler?\*

No  Yes

Are you a GA Student Employee?\*

No  Yes

TA2 Traveler 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 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

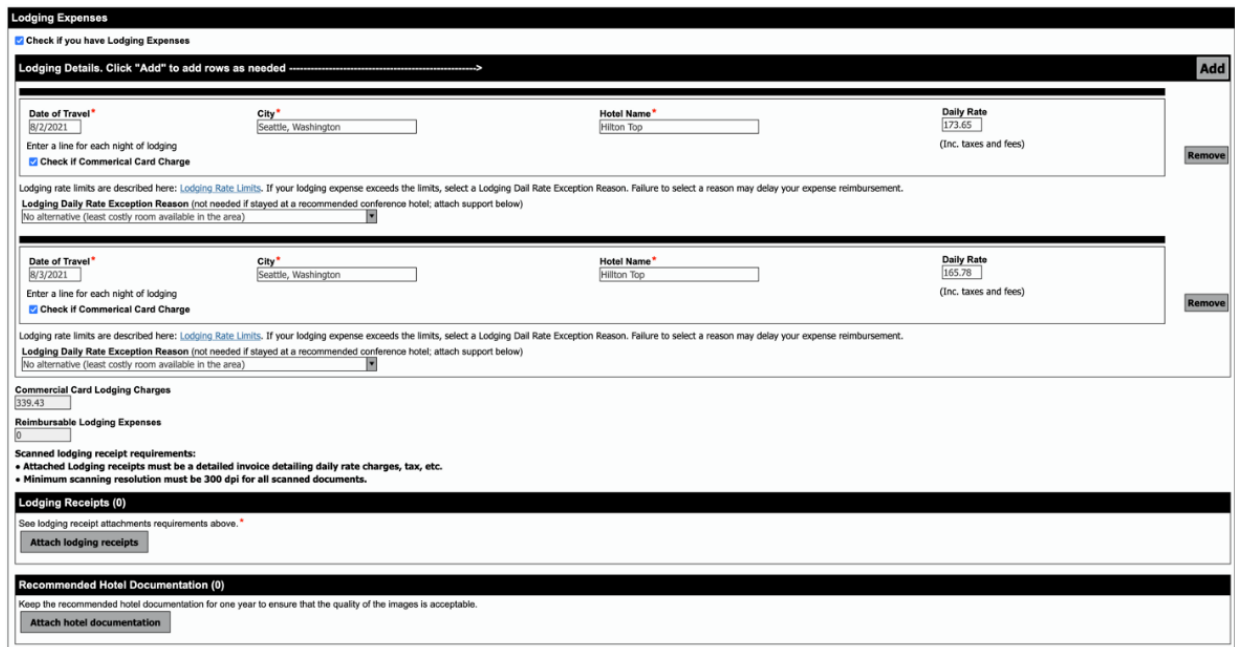
Enter the details of the lodging along with the daily rate and if it is a commercial card charge. Please note that one row needs to be entered for each night of the lodging stay.

### 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.



**Lodging Expenses**

Check if you have Lodging Expenses

**Lodging Details. Click "Add" to add rows as needed** Add

Date of Travel *	City *	Hotel Name *	Daily Rate
8/2/2021	Seattle, Washington	Hilton Top	173.65 <small>(Inc. taxes and fees)</small>
Remove			
<small>Lodging rate limits are described here: <a href="#">Lodging Rate Limits</a>. If your lodging expense exceeds the limits, select a Lodging Daily Rate Exception Reason. Failure to select a reason may delay your expense reimbursement.</small> <b>Lodging Daily Rate Exception Reason</b> (not needed if stayed at a recommended conference hotel; attach support below) <small>No alternative (least costly room available in the area)</small>			
8/3/2021	Seattle, Washington	Hilton Top	165.78 <small>(Inc. taxes and fees)</small>
Remove			
<small>Lodging rate limits are described here: <a href="#">Lodging Rate Limits</a>. If your lodging expense exceeds the limits, select a Lodging Daily Rate Exception Reason. Failure to select a reason may delay your expense reimbursement.</small> <b>Lodging Daily Rate Exception Reason</b> (not needed if stayed at a recommended conference hotel; attach support below) <small>No alternative (least costly room available in the area)</small>			

**Commercial Card Lodging Charges**  
339.43

**Reimbursable Lodging Expenses**  
0

**Scanned lodging receipt requirements:**

- Attached Lodging receipts must be a detailed invoice detailing daily rate charges, tax, etc.
- Minimum scanning resolution must be 300 dpi for all scanned documents.

**Lodging Receipts (0)**

See lodging receipt attachments requirements above. \*

Attach lodging receipts

**Recommended Hotel Documentation (0)**

Keep the recommended hotel documentation for one year to ensure that the quality of the images is acceptable.

Attach hotel documentation

### Transportation Expenses

This section is to enter the transportation related expenses. The following screenshot shows the example of how this section is filled.

**Transportation Expenses**

Check if you have transportation expenses, excluding mileage

Transportation Details. Click "Add" to add rows as needed Add

Date of Travel *	From (City, State) *	To (City, State) *	Type *	Amount *	
8/2/2021	Chicago, IL	Seattle, WA	Air <input checked="" type="checkbox"/> One-way Ticket	350	Remove
<input checked="" type="checkbox"/> Check if Commercial Card Charge					
8/2/2021	Seattle, WA	Seattle, WA	Taxi/Uber/Livery	42.7	Remove
<input type="checkbox"/> Check if Commercial Card Charge					
8/4/2021	Seattle, WA	Seattle, WA	Taxi/Uber/Livery	44.6	Remove
<input type="checkbox"/> Check if Commercial Card Charge					
8/4/2021	Seattle, WA	Chicago, IL	Air <input checked="" type="checkbox"/> One-way Ticket	250	Remove
<input checked="" type="checkbox"/> Check if Commercial Card Charge					

**Transportation Receipts (1)**

Minimum scanning resolution must be 300 dpi for all scanned documents. Accounts Payable Services requests departments/users keep the receipts for one year to ensure that the quality of the scanned images is acceptable.  
(Pending) [Receipt.pdf](#) [\(Remove\)](#)

Attach transportation receipts (required for expenses > \$10)

Transportation Commercial Card Charges  
600.00

Reimbursable Transportation Charges  
84.30

## 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 Expenses**

Check if you have mileage expenses

Mileage Details Add

Travel Date *	Full Address From (including street, city, state) *	Full Address To (including street, city, state) *	Miles	Mileage Rate	Amount	
9/2/2021	234 Lilly Dr, DeKalb, IL	Jasmine Dr, Chicago, IL	55.6	0.56000	\$31.13	Remove
Year						
2021						
9/4/2021	Jasmine Dr, Chicago, IL	234 Lilly Dr, DeKalb, IL	55.6	0.56000	\$31.13	Remove
Year						
2021						

**Mileage Documentation (0)**

Minimum scanning resolution must be 300 dpi for all scanned documents. Accounts Payable Services requests departments/users keep the receipts for one year to ensure that the quality of the scanned images is acceptable.\*

Attach mileage support documentation (e.g. Google Map)

Reimbursable Mileage Charges  
62.26

## 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

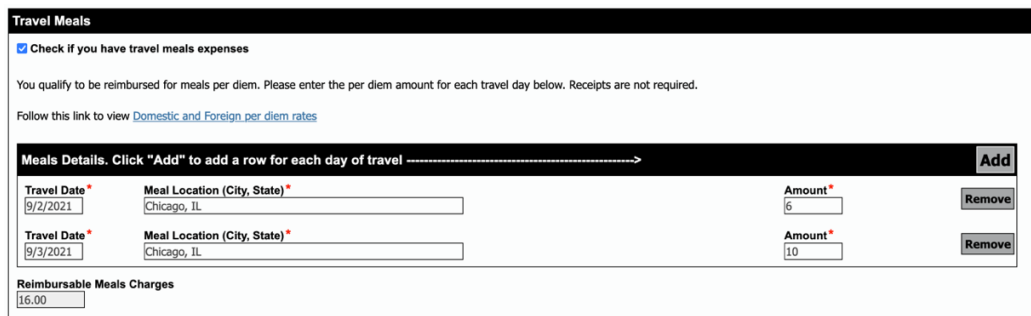
Attach the supporting documentation like a print of the google maps showing number of miles for the entered mileage details and follow the scanning guidelines mentioned on the form for scanned documents.

**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.



**Travel Meals**

Check if you have travel meals expenses

You qualify to be reimbursed for meals per diem. Please enter the per diem amount for each travel day below. Receipts are not required.

Follow this link to view [Domestic and Foreign per diem rates](#)

Meals Details. Click "Add" to add a row for each day of travel ----->

Travel Date *	Meal Location (City, State) *	Amount *	
9/2/2021	Chicago, IL	6	Remove
9/3/2021	Chicago, IL	10	Remove

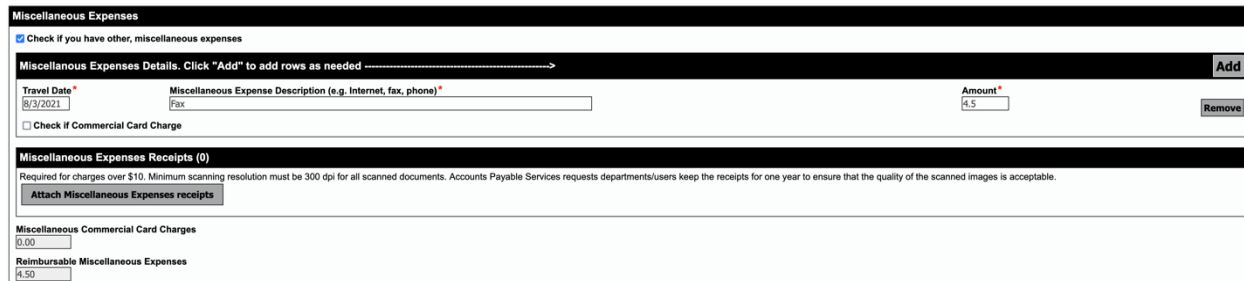
Reimbursable Meals Charges  
16.00

## 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**

Check if you have other, miscellaneous expenses

Miscellaneous Expenses Details. Click "Add" to add rows as needed ----->

Travel Date *	Miscellaneous Expense Description (e.g. Internet, fax, phone) *	Amount *	
8/3/2021	Fax	4.50	Remove

Check if Commercial Card Charge

Miscellaneous Expenses Receipts (0)  
Required for charges over \$10. Minimum scanning resolution must be 300 dpi for all scanned documents. Accounts Payable Services requests departments/users keep the receipts for one year to ensure that the quality of the scanned images is acceptable.

Attach Miscellaneous Expenses receipts

Miscellaneous Commercial Card Charges  
0.00

Reimbursable Miscellaneous Expenses  
4.50

## 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.

Expenses Totals	
<b>Total Commercial Card Charges</b>	939.43
<b>Total Reimbursable (non-Commercial Card) Charges</b>	163.06
<b>Total Travel Charges</b>	1102.49

## 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.

Commercial Card Funding - NOT REIMBURSABLE							
Commercial Card Funding Dist						Add	
Transactions* 1234567890123	Amount* 350	Account TRAVEL_OUT-STATE-PA	Cost Center TST0000	Fund 14	Project/Grant	Description* Airfare cost for flying from Chicago to Seattle	Remove
Transactions* 1234567890124	Amount* 250	Account TRAVEL_OUT-STATE-PA	Cost Center TST0000	Fund 14	Project/Grant	Description* Airfare cost for flying from Seattle to Chicago	Remove
Transactions* 1234567890125	Amount* 173.65	Account TRAVEL_OUT-STATE-PA	Cost Center TST0000	Fund 14	Project/Grant	Description* day 1 Hotel cost at Seattle	Remove
Transactions* 1234567890126	Amount* 165.78	Account TRAVEL_OUT-STATE-PA	Cost Center TST0000	Fund 14	Project/Grant	Description* day 2 Hotel cost at Seattle	Remove
<b>Commercial Card Funding Distribution Total</b>						939.43	

## 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.

**Authorization of Payments**

Funding Distribution. Click "Add" to add funding lines ----->

Charging to a Project/Grant? \*  
 No  Yes

Amount\*  Account\*  Cost Center\*

Account ID  For faster searching begin typing in your cost center

Total Reimbursable Funding

## 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.

**Signature**

Preparer Account ID  Preparer Name  Date

You may submit the form without signing if you wish. You will be sent a link to the form in OnBase to continue editing and to sign. When signing the form, the Account ID must match the account ID of the currently logged in user.

The traveler must sign the travel voucher after the preparer has signed. OnBase provides a link to this form to the traveler for this purpose.

If you wish to print this form, please save paper by printing to PDF when possible - click Print, then select "Microsoft Print to PDF".

**Print**

This is how it looks like to a traveler who is filling the form themselves.

**Signature**

Traveler Certification: I certify that the above amount is correct and just; that the detailed items charged within are taken and verified from a memorandum kept by me; that the amounts charged for subsistence were actually paid and not previously submitted for reimbursement, that purchases made using University commercial card are not being submitted for reimbursement, and the expenses were occasioned by official business or unavoidable delays requiring my stay at hotels for the time specified; that I performed the journey with all practicable dispatch, by the shortest route usually traveled, in the customary reasonable manner; and that I have not been furnished with transportation or money in lieu thereof, for any part of the journey therein charged for. If I have claimed reimbursement for the use of my private vehicle, I certify that I am a licensed driver and that I have in force the vehicle liability, bodily injury and property insurance coverage required by law. Also, I certify that I have reduced my per diem for any meals that were included in the registration fee or provided free of charge.

Account ID Signature\*  Traveler Full Name  Date

When signing the form, the Account ID must match the account ID of the currently logged in user.

If you wish to print this form, please save paper by printing to PDF when possible - click Print, then select "Microsoft Print to PDF".

**Print**

**Submit**

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.