Approving an Expense Voucher eForm
Travel Expense Voucher eForm Instructions for the Approver

Introduction

The Travel Expense Voucher eForm must be approved by the department prior to submission to the Business Travel Office. Below are suggested steps for the department approver when reviewing and approving the expense voucher eform.

Finding the eForm

1. If you received an Outlook email notification that a travel eform needs your approval, **Click on the eform link** in the email message and continue to step 3 below.
2. If you did not receive an Outlook email notification, but are aware that an eform needs your approval, **Click on the Tiger Travel link** on the MY TU Homepage (Fig 1, 1).

Figure 1
3. **Enter your TU login** information (Fig 2, 2). **Note:** If you clicked on the Outlook email link, your eform will open and you can skip to the section on Approving an eForm.

![Figure 2](image)

4. **Click on the Worklist link** located in the upper right hand corner near the sign out link (Fig 3, 3).

![Figure 3](image)

5. **Click on link** to open the expense voucher eform awaiting your approval (Fig 4, 4).

![Figure 4](image)
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Approving the eForm

1. Review the Trip Information at the top of the eform (Fig 5, 1).
2. Review the Personal Vehicle Mileage Worksheet, if mileage reimbursement is being requested (Fig 5, 2).
3. If desired, you may utilize the resource links to assist you with reviewing the calculated expenses related to meals, directions, mileage and currency conversion rates (Fig 5, 3).
4. Click Next to continue (Fig 5, 4).

Figure 5

Review and Approve Travel Expense Voucher
Step 1 of 6: Review Destination Details
Please review the form below and select Next to continue.

Trip Information
Empl ID: 0030191 Amoroso Donna Marie douwson.travel@gmail.com Type: Individual
Form ID: 24 Home Department: 10510 Financial Services
Folder Title: 12/1 December B Philadelphia Meeting City: Philadelphia
Purpose: Meeting State: PA
Reason for Trip: Professional association meeting Country: United States
Travel Coordinator: Victoria Nappe
Traveler Type: Reg Staff

Destination Details
Date Departed: 12/06/2014 Time Departed: 07:00 AM
Date Returned: 12/10/2014 Time Returned: 06:00 PM

Personal Vehicle Mileage Worksheet
You must claim commute miles unless any of the following conditions apply:
1. Your trip starts or ends at your work location.
2. Your trip starts or ends on a weekend or holiday.
3. Your trip starts after you have already worked that day.

<table>
<thead>
<tr>
<th>Travel Date</th>
<th>Trip Type</th>
<th>Starting Point</th>
<th>Destination</th>
<th>Ending Point</th>
<th>Miles Travelled</th>
<th>Date Calculated</th>
<th>Reimbursed Miles</th>
<th>Mileage Rate</th>
<th>Mileage Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/06/2014</td>
<td>One-Way</td>
<td>Home</td>
<td>Sheraton Philadelphia</td>
<td>03.5</td>
<td>78.5</td>
<td>0.500</td>
<td>$43.96</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/10/2014</td>
<td>One-Way</td>
<td>Sheraton Philadelphia</td>
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</tr>
</tbody>
</table>

Comments
Your Comment:

Next >>
<< Previous
Search
Save for Later
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5. Review the expense category grid (Fig 6, 5). Note: The Payment Method Used column is new. This column should be a declaration of the actual method of payment. Approvers should be reviewing this column along with the expense amounts.

Figure 6

6. Click on View to review uploaded attachments related to expenses. (Fig 7, 6). The attachments should support the expenses.
7. Click on Next (Fig 7, 7).

Figure 7
8. **Eligible Travel Expenses cannot exceed the Total Amount Authorized.** If so, an addendum to the original authorization eform must be submitted for approval or you must decrease the amount of expenses being requested for reimbursement on the expense voucher (Fig 8, 8). **Note:** The Authorization & Expense Comparison will only show if you have an approved authorization for this trip.

**Pre-paid Trip Expenses are not reimbursable to the traveler** because they were strip billed to TU and paid directly by the department (Fig 8, 9). **Note:** Examples of prepaids are the Procurement Card and airfare paid via the Individual Diner’s Card.

**Eligible Department Costs** are directly reimbursable to the employee. **NOTE:** If an advance was paid out to the employee, the Business Travel Office will deduct the advance from the eligible costs at the time of settlement (Fig 8, 10).

Figure 8
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9. The traveler and/or travel coordinator may have completed the Funding Sources grid or left it blank. **The approver is required to enter the data or ensure that it has been entered correctly.** More than one department can be designated as a funding source for the trip by adding a line (Fig 9, 11). When multiple departments are indicated, expenses will be paid in the order as indicated in the priority column. **Note: Travel advances will be automatically deducted from any reimbursement amounts by the Business Travel Office at the time of settlement.**

10. Click **Next** (Fig 9, 12).

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Figure 9

![Funding Sources grid](image)

**Please Note:** Any reimbursements or balance due are calculated by subtracting advances from the final, approved and funded expenses.
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11. The traveler will have completed information related to citizenship, reimbursement options and address verifications on the last page.

12. If the eform review is complete and funding source information is correct, **Click Approve** (Fig 10, 13).

   **Note:** If the approver needs to recycle the eform back to the initiator for corrections, use the comments box to make note of the changes being requested.

Figure 10

![Image of eForm interface showing options for reimbursement, citizenship, and address verification.]

13. Click on **Yes** to submit the form (Fig 11, 14).

Figure 11

![Image of confirmation window indicating submission success.]

Submit this form? (24642,112)
This form will be directed to the next step in the process.
14. The expense has been submitted into the workflow process (Fig 12, 15). Keep in mind that the workflow process may be different from department to department. The traveler will receive a notification once the department approver submits the expense voucher to the Business Travel Office.

Figure 12

![Review and Approve Travel Authorization Form](image-url)

Go To Worklist
View This Form
Return