Introduction

The Travel Expense Voucher eform must be completed for all Towson University employee and student travel reimbursements. The voucher should be filed within 5 business days of traveler’s return from the trip, especially if an advance was received from the Business Travel Office. If this will be an overnight trip, a Travel Authorization eform is required.

Finding the eForm

1. Click the Tiger Travel link on the My TU homepage (Fig 1, 1).

Figure 1
2. Enter your **TU login** information (Fig 2).

Figure 2

![Secure Login](image)

**Help:** You will find guides on Towson Online Services features within the ODS Self Help Resources Directory. If you still need assistance after consulting these references, contact the ODS Help Center at 410.704.5151 or HelpCenter@towson.edu.

**Note:** Scheduled backups are performed every Sunday morning from 4:15 to 5:15 AM. During this time, Towson Online Services will be unavailable.

3. Click the **Create a Travel Form** link (Fig 3).

Figure 3

![Travel Home Page](image)

- **Create a Travel Form**
  Start a new Travel Authorization, Advance or Expense Form.

- **Update or Withdraw an Existing Travel Form**
  Make changes, submit or withdraw an existing Travel Form.

- **Review and Approve a Travel Form**
  Review and Approve a Travel Form.

- **View a Travel Form**
  View a Travel Form and track location. View Only.

- **Manage Trip Folders**
  Close or Re-Open Existing Trip Folders.
4. Click the **Travel Expense Voucher** link (Fig 4, 4).

**Figure 4**

![Image of Travel Expense Voucher eForm](image-url)
Creating a Trip Folder

Every trip must have its own unique trip folder. The first step for every new trip is to create a trip folder which will contain all travel eforms pertaining to that trip.

1. If you already have an approved Travel Authorization or Travel Advance eform, then you already have an existing trip folder, so select the appropriate folder. Otherwise, follow the steps below to create a new trip folder (Fig 5, 1).

Figure 5

2. Give a Folder Title to the folder for future reference (Fig 6, 2). Be specific so it is easily recognized!

Figure 6

3. Indicate whether the trip is an Overnight trip (Fig 7, 3).

Figure 7
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4. Indicate whether Personal Days are being used during the trip (Fig 8, 4). Note: additional expenses from added personal days are not reimbursable. Please use the Comments box at the bottom of the form to indicate which travel days are personal.

Figure 8

5. Indicate the Event Start and End Dates (Fig 9, 5). You may type the date in or use the calendar search feature. Note: these may be different from the departure and return dates.

Figure 9

6. Indicate the Departure and Return Dates (Fig 10, 6). You may type the date in or use the calendar search feature. Note: these may be different from the event start and end dates.

Figure 10

7. Indicate whether this is a Multiple Destination Trip (Fig 11, 7). Note: this is most frequently used for recruiting and foreign travel.

8. Indicate the Reason for the Trip (Fig 11, 8).

9. If this is not a multiple destination trip, enter the City, State and Country of the trip destination (Fig 11, 9). You may enter the state and country or use the search feature.

Figure 11
10. Indicate the **Purpose** of the trip by choosing from the search field options (Fig 12, 10).

**Figure 12**

![Purpose field](image)

11. Indicate whether the trip is for an **Individual, Team, Recruiter** or **Group** (Fig 13, 11).

12. Click on **Create Trip Folder** (Fig 13, 12).

**Figure 13**

![Trip Coordinator](image)

13. **This is your one opportunity to make corrections to the trip folder!** Proofread the trip folder information carefully to ensure it is correct. If you need to edit the information, click on **Edit Trip Folder** (Fig 14, 13) and make your corrections.

**Figure 14**

![Folder Details](image)
14. Once your corrections have been made, click on **Update Trip Folder** (Fig 15, 14).

**Figure 15**

![Update Trip Folder](image)

15. Indicate special circumstances that may need to be addressed in the optional **Comment** box (Fig 16, 15). **Keep in mind that comments are always visible to those within the business travel process!**

16. Click on **Next** (Fig 16, 16) to continue to the Expense Voucher eform.

**Figure 16**

![Next Button](image)
Completing the Expense Voucher eForm

Once the trip folder has been created, the expense voucher details can be completed. **Note:** If this voucher must be saved for completion later, remember to use this same existing trip folder when continuing to complete eforms for this trip! Your saved voucher can be found by choosing the Update and Existing Travel Form link on the Travel Home Page (Fig 3).

1. Review the **Trip Information** grid. This information carries over from the trip folder that was created (Fig 17, 1). If there is an error or a change in trip dates, notify the Business Travel Office.
2. Complete the **Destination Details** with the actual departure and return dates and times from this trip (Fig 17, 2). Utilize the drop down arrows for assistance.

**Figure 17**

![Create Travel Expense Voucher](image)

3. Complete the **Personal Vehicle Mileage worksheet** if requesting mileage reimbursement. Enter the number of one way commute miles from home to work (Fig 18, 3). Enter the regular work location (Fig 18, 4) using the drop down arrow.
4. You may utilize the **resource links** to assist you with calculating the actual mileage expense (Fig 18, 5). **Note:** Documentation will be required to support the number of miles traveled. Only attach the page with the mileage results not the driving directions and maps. Print and scan this document to your computer for later use.

**Figure 18**

![Personal Vehicle Mileage Worksheet](image)
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5. The departure date is automatically entered as the Travel Date by the system. You will want to review and revise if necessary by typing the date in or using the calendar search feature (Fig 19, 6).

6. Enter the Trip Type by using the drop down arrows (Fig 19, 7).

7. Enter the Starting Point (i.e. home, work, BWI, etc.) (Fig 19, 8). The destination will be required if you choose the round trip option.

8. Enter the Ending Point (i.e. home, work, BWI, etc.) (Fig 20, 9).

9. Enter the number of Miles Traveled (Fig 20, 10).

10. Check the Less Commute box (Fig 20, 11) to subtract the commute miles unless any of the following apply: the trip starts and ends at the regular work location or the trip starts and/or ends on a non-duty day.

11. Click the Add/Delete Row buttons to add or delete additional dates when the personal vehicle was used during this trip (Fig 20, 12).

12. Click Next to continue (Fig 21, 13).

13. Complete the Itemized Expenses grid. Indicate the amount actually spent for each applicable category (Fig 22, 14). Be sure to enter each expense on the correct date, and in most cases, itemize each day’s expense.

14. Utilize the drop down arrow to indicate the Payment Method Option you actually used to pay each category (Fig 22, 15). Note: If you are a Diner’s Club card user, be sure to refer to your credit card statement to accurately identify which items were strip billed.
15. TU must report its carbon footprint. Please input the number of **air, rail or rental car miles** that were traveled for TU business purposes only. Do not include mileage traveled during added personal days (Fig 23, 16). You may utilize the **resource links** to assist you with calculating the actual mileage. You will want to use the driving mileage calculation for rental cars and the straight line mileage for air and rail. Documentation is not required to be submitted on the carbon footprint mileage.

16. **Upload** attachments related to the reimbursements being requested (Fig 24, 17). These attachments must be documents that have been saved to your computer. Acceptable documents include, but are not limited to, copies of directions for personal vehicle mileage, event brochures/itineraries and receipts for all trip expenses except where claiming per diem meals.

**Important:** Attachments should be broken out by receipt type. Do not put all attachments in one image.

**Note:** To save documents to your computer, you may scan printed documents to your computer and save under an appropriate folder. Many department copiers have a scanning option which will email the document to your computer for saving. For additional assistance in scanning documents to your computer, please see the OTS site for a self-help document on converting hard copy documents to electronic format.

17. Choose the best **Description** of each document being uploaded from the search option (Fig 24, 18).
18. After upload, **View** and verify that the documents are attached and legible (Fig 25, 19).

19. Use the **Comments** box if necessary to communicate special circumstances related to the trip (Fig 25, 20).

20. Click **Next** (Fig 25, 21).

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21. **Review the information entered.** Any previous eforms that were approved for this trip are available for viewing by clicking on the blue hyperlink form ID (Fig 26, 22). **Note:** Ensure all prior forms are executed before submitting the expense voucher.
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22. **If Eligible Travel Expenses exceed the Total Amount Authorized, the traveler will only be reimbursed up to the authorized amount.** If requesting additional funding, an addendum to the original travel authorization eform must be submitted for approval (Fig 27, 23). **Note:** If you do not have a Travel Authorization, this grid will not display.

**Pre-paid Trip Expenses are not reimbursable to the traveler** (Fig 27, 24). **Note:** An optional comment box is provided for indicating which department prepaid the item (Fig 27, 24a).

**Eligible Department Costs** are reimbursable upon departmental approval and Business Travel Office review. **NOTE:** If an advance was paid out to the employee, the Business Travel Office will deduct the advance from approved eligible costs at the time of settlement (Fig 27, 25).

![Figure 27](image)

23. The traveler and/or travel coordinator are encouraged to complete the **Funding Sources** grid if they know the information. **The approver is required to enter the department number/funding 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 28, 26). **Note:** Travel advances will be deducted from any reimbursement after the funding source grid has completed final approval routing.

24. Click **Next** (Fig 28, 27).

![Figure 28](image)
25. The system will automatically indicate the payment method available to the traveler. If other methods are available, traveler may select from options listed. If an advance was used for a trip, the traveler may only be reimbursed through the General Working Fund (Fig 29, 28).

26. The traveler must answer the Citizenship question (Fig 29, 29). **Note:** if the answer is no, please enter the appropriate email address so the NRA Tax Office may contact the traveler for further information.

27. Confirm agreement to **all** the Form Messages (Fig 29, 30).

28. If all is correct and all other prior forms are executed, **Click Submit** (Fig 29, 31). **Note:** If the travel coordinator and approver need to recycle the eform back to the initiator for corrections, use the comments box to make note of the changes being requested.

Figure 29
29. Click on Yes to submit the form (Fig 30, 32).

Figure 30

30. The voucher has been submitted into the workflow process (Fig 31, 33). Keep in mind that the workflow process may be different from department to department. The traveler will receive a notification when the voucher has been submitted by the final department approver in the workflow.

Figure 31