This document provides step by step instructions on how to process Travel Purchase Orders in Self-Service Banner and Travel Reimbursement Vouchers in Cognos. Instructions also include how to enter Enterprise Car Rentals as well as Airfare through Christian Travel.

Complete university and state travel policies can be found on the Accounting Services website along with other important travel forms and reference materials. This information can be found at:
http://www.radford.edu/content/accounting-services/home/travel.html

If you have questions, please contact Jeanie Quesenberry, Accounts Payable Supervisor at (540) 831-7614.
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<td>39</td>
</tr>
</tbody>
</table>
Entering a Travel Purchase Order into Self Service Banner

Prior to entering travel information into Self Service Banner, determine if a Request for Travel form is required based on the following:

- Travel is funded by Sponsored Programs (i.e. grant funds) regardless of amount
- Overnight travel expenses are greater than $500; must be approved by the Division Approving Authority
- All travel request exceptions regardless of the cost:
  - Travel Designee Approval Required: Travel lodging expense up to 50% over the State rate, Alternative Lodging and Business Meals
  - President Approval Required: Travel of 4 or more employees to a single destination
  - President Approval Required: International Travel (areas outside of the 48 contiguous United States)
  - Secretary of Education Approval Required: International Travel of 4 or more employees (coordinated by President’s Office)

The Request for Travel form can be found on the Accounting Services webpage under the Travel tab at: http://www.radford.edu/content/accounting-services/home/travel.html.

Travel expenses are encumbered using Self Service Banner. This method should also be used to encumber Enterprise Car Rentals and Airline tickets purchased through Christian Travel.

Signing on to Self Service Banner

Step 1: Open the RU Homepage: http://www.radford.edu and click on the “My RU” icon.

Step 2: Sign in to My RU
Step 3: Open the **Administration** tab.

**My RU**

**Welcome Mrs. Jeanie S Quesenberry**

Last login: Jul 10, 2012 09:51 AM

- **Employee**
- **Alumni/Friends**
- **My Accounts**
- **My Stuff**
- **My Files**
- **Administration**

**Personal Announcements**

There are no announcements

---

Step 4: From the **Quick Links** area, select **Self Service Banner (SSB)**

**Quick Links**

- Banner Training and Documentation
- Cognos
- Internet Native Banner (INB)
- **Self Service Banner (SSB)**

**Note:** In order to use INB and Cognos you must be on the Banner VPN.

As of 8/11/2011, you must connect to the Banner VPN prior to connecting to Cognos.

---

Step 5: Select **Finance** by either clicking on the tab or Under the Main Menu

**Main Menu**

- **Personal Information**
  - Update emergency contact information here.
- **Student**
  - Register for classes, view your class schedule and academic records.
- **Employee**
  - Time sheets, time off, leave or job data.
- **Finance**
  - Create or review financial documents, budget information, approvals.

**RELEASE: 8.5**
Step 6: Select **Purchase Order** from the Finance menu

Finance

- Budget Queries
- Encumbrance Query
- **Purchase Order**
- Approve Documents
- View Document
- Budget Transfer
- Multiple Line Budget Transfer
- Budget Development
- Delete Finance Template
- Vendor Lookup
Travel Purchase Order

Step 7: Below is a screen shot of the Purchase Order entry form.

Step 8: The form will automatically populate the **Transaction Date**, **Purchase Order Date** and **Delivery Date** with the current date. **DO NOT** change these dates unless you are instructed to do so by Procurement and Contracts or Accounts Payable.
Step 9: The **Buyer Code** should automatically populate with the first four characters of your **Username**. If this field is blank, please populate. If you receive an error and/or the form will not let you populate this field, please contact Jeanie Quesenberry, A/P Supervisor (x7614).

Step 10: Enter the **Banner Vendor ID** for the **traveler**. The ID number appears on the traveler’s RU Identification Card. If you are entering travel for a non-employee, please contact Arthur Lewis, Accounting Support Technician in Accounting Services (x7609) and request a vendor ID setup. Once the number is entered click on the **Vendor Validate** button.

Step 11: The default address for the individual will automatically populate. If you receive an error message after clicking the Vendor Validate button, please contact Arthur Lewis, Accounting Support Technician in Accounting Services (x7609) to verify the correct address type and sequence for the traveler.
Step 12: The Requestor Name, Requestor E-mail, Chart of Accounts, Organization, Ship Code and Attention To information should default. If you have problems with any of these fields, please contact Jeanie Quesenberry, A/P Supervisor, (x7614) for assistance.

Step 13: The Commodity section of the form shown below is completed based on the Completed and Signed Request for Travel form.

Step 14: Enter the Commodity Description. This field is very limited; use a format similar to the one below.
RADFORD UNIVERSITY
REQUEST FOR TRAVEL (RFT) FORM

When required, this form must be completed and properly approved PRIOR TO MAKING ANY TRAVEL ARRANGEMENTS OR COMMITMENTS. RDF Travel Policies to avoid out of pocket expenses and ensure compliance with State and University requirements.

Day travel and non-essential overnight travel expenses less than $1000. Obtain one approval from supervisor. No RFT form required.

Traveler is a: [ ] Employee [ ] Student [ ] Guest

Traveler: Daisy M. Smith
Department: Accounting Services
Destination: Richmond, VA
Purpose of Trip: To attend meetings

Date of Request: 3/1/2013

Departure Date: 3/7/2013
Return Date: 3/9/2013

Estimated cost:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>$108.00</td>
<td>Enterprise SBB POC</td>
</tr>
<tr>
<td>Personal Vehicle</td>
<td>$210.04</td>
<td>Rate 2 Nights Allowable</td>
</tr>
<tr>
<td>Lodging</td>
<td>$162.00</td>
<td>Only allowed for overnight travel. Calculate based on rate (see Round-Up Box)</td>
</tr>
<tr>
<td>Meals &amp; Incidental</td>
<td>$100.00</td>
<td>Registration &amp; PR # 213994656</td>
</tr>
<tr>
<td>Total Estimated Exp.</td>
<td>$886.04</td>
<td>SBB Purchase Order #</td>
</tr>
</tbody>
</table>

List the names of any other university personnel who are travelling to the same destination:

Justification for lodging exception:

<table>
<thead>
<tr>
<th>Rate - 150% Allowable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference hotel over allowable rate (staying at another hotel would result in additional travel cost)</td>
</tr>
<tr>
<td>No other hotel rooms available within reasonable distance from where business is being conducted</td>
</tr>
<tr>
<td>Conference hotel booked - alternative hotel recommended</td>
</tr>
<tr>
<td>Other (Provide Explanation):</td>
</tr>
</tbody>
</table>

Business Meal Documentation - See Travel Policy Section H for Requirements - Travel Designee Approval Required

Purpose/Reason for Meal: Breakfast Lunch Dinner

All persons involved in the meal: [ ] Request approval for 150% rate: [Yes] [No]

Signatures & Approvals: (Approve Allowed Costs, not Total Costs)

Traveler: [ ] Title [ ] Signature $ Amount Requested Date
Sponsored Programs: [ ] Title [ ] Signature $ Amount Approved Date
Division Approval: [ ] Title [ ] Signature $ Amount Approved Date
Travel Designee: [ ] Title [ ] Signature $ Amount Approved Date
Vice President: [ ] Title [ ] Signature $ Amount Approved Date
President: [ ] Title [ ] Signature $ Amount Approved Date

Attach original to the travel reimbursement voucher, send to Accounts Payable, Box 6906.
Step 15: Click on the hyperlinked Item number.

This will open up a Commodity/Text box. Begin entering a COMPLETE description in the Text, Print section. Note this box ties to Line Item 1. You will enter descriptions for each individual Line Item.
Step 16: Enter description for the first day of travel using format below. Begin with the date of departure (8/15/12) as well as location (Radford, VA), destination (Richmond, VA) and reason for travel (to attend Meetings). Note mode of transportation (Enterprise Rental), and other expenses for the day (lodging, M&IE). Enter the estimated amounts for expenses that will be paid by the traveler for the day ($105.02-lodging and $51-M&IE).

Click Save to close.
Step 17: Enter the **U/M**- Always use EA; **Quantity**-Always use 1; **Unit Price**- ($105.02 + $51=156.02) is the total for the first day’s expenses.

You have now complete Day 1’s charges. Enter each day’s charges in the same manner. Each day of travel should be entered on a separate line. This form is limited to 5 (five) line items, in situations where the days of travel exceed the five line limit, please enter the travel by grouping the expenses and using a separate line for each type of expense. (For example, enter all of the trip lodging on Line 1, M&IE on Line 2, etc. Please format the Item Text following the example below.)
Step 18: Below is an example of the completed Commodity section.

Click on the Commodity Validate button.
Step 19: The next step is to complete the Accounting section of the form. Please note that the default for the form is Percents. Change this designation to Dollars by clicking the button to the left.

The Accounting section of the form is used to document the Fund/Organization (Orgn)/Account and Program (FOAP) and dollar amount (Accounting).

Note: A complete listing of Travel Account Codes can be obtained through the RU Portal. This information can be found under the Administration tab, go to Quick Links and click on Banner Training and Documentation. The listing can be found under the Banner Finance Self Service Guide, pages 37-40.
Step 20: Each **Sequence (Seq)** line represents a new line of coding. A different line will need to be used when changes are made to the **FOAP (Fund, Organization, Account, and Program)**. Typically, you will need a separate line for each **Account Code** change. In our example, we will need to have a separate line as follows:

F11020 20102 712850 P10600 (Account Code to record Lodging) 210.04

F11020 20102 712880 P10600 (Account Code to record Meals) 168.00

Note—**Chart** Code will always be R; **Accounting** (Sum of ALL Items related to a specific Account Code).

Click the **Validate** button.

If there are no errors on the form, you will receive a message at the top of the page—**Document Validated with no errors**.
Please note: The Commodity section MUST equal the Accounting section.

Step 21: Review the document to ensure that the information is complete and correct BEFORE clicking the Complete button at the bottom of the form.

Step 22: You will receive a system generated Purchase Order number that will appear at the top of the form.

The Travel Purchase Order is now complete and has been assigned a number (P0018227).

Upon completion of the travel, a travel reimbursement voucher will need to be printed from COGNOS. See section “Printing Travel Reimbursement Voucher through COGNOS.”

All Travelers must submit the completed Travel Reimbursement form to the supervisor within 30 working days after completion of the trip. ... In the case of continuous travel, the traveler must submit the voucher to the supervisor within 30 working days of the last day of travel for which reimbursement is requested. However, employees on continuous travel should request reimbursement at least monthly.
Troubleshooting Error Messages
Note - Error messages will appear at the top of the form.

1. **Address is not valid** Problems with the Address Type and Sequence. Contact Arthur Lewis, Accounting Support Technician in Accounting Services (x7609) for assistance.

2. **Accounting amounts not equal to net total** The total amount listed in the Commodity section does not equal the total amount listed in the Accounting section. Review both sections and correct the error.

3. **Sequence 2 Organization is not defined or not yet in effect.** The Orgn Code that is listed in the Accounting Section is invalid. Review and correct. Similar messages will appear if you type an incorrect Fund, Program or Account Code.

4. **Total of Accounting percentages does not equal 100** This error means that you failed to change the Radio button above the Accounting section to Dollars. (See Step 19).

5. **Chart of sequence 1 is required** Chart (R) is missing in the Accounting section. (See Step 20.)
Enterprise Car Rentals
Follow Steps 1 – 9 above.

Step 10: Enter the Banner Vendor ID for Enterprise Car Rentals (900642748). Once the number is entered click on the Vendor Validate button.

Step 11: The default address for the individual will automatically populate.

Vendor ID: 900642748
Vendor Name: Enterprise Rent A Car
Vendor Address: PO Box 402383
Atlanta GA 30384
Step 12: The **Requestor Name**, **Requestor E-mail**, **Chart of Accounts**, **Organization**, **Ship Code** and **Attention To** information should default. If you have problems with any of these fields, **please contact Jeanie Quesenberry, A/P Supervisor (x7614)** for assistance.

![Form Image]

- **Requestor Name**: Jeanie Quesenberry
- **Requestor E-mail**: jquesenbe8@radford.edu
- **Chart of Accounts**: R
- **Organization**: 20102
- **Ship Code**: A21786
- **Attention To**: RU Accounting Services
- **Currency Code**: USD
- **Discount Code**: None

Step 13: The **Commodity** section of the form shown below is completed based on the **Completed and Signed Request for Travel** form.

![Form Image]

Step 14: Enter the **Commodity Description**. This field is very limited; use a format similar to the one below.

![Form Image]

1. **Commodity Description**: Car Rental
Step 15: Click on the hyperlinked **Item** number.

This will open up a **Commodity/Text** box. Begin entering a COMPLETE description in the **Text, Print** section. Note this box ties to **Line Item 1**. You will enter descriptions for each individual Line Item.

[ Exit document/item text page ]
Step 16: Enter the rental car **dates**, (8/15/12 - 8/17/12), **destination** (Richmond, VA), **traveler’s name** (Daisy M. Smith), and **number of days** (3) and **rate** ($36).

Click **Save** to close.
The following message should appear showing that the Text for Item 1 has been saved.

**Document/Commodity Text**

✅ Item 1 Text saved.

[ Exit document/item text page ]

**RELEASE: 8.3.0.1**

Close the form by clicking on the in the upper right hand corner.

To reopen the Text box for Line Item 1, simply click on the hyperlinked 1 again.

<table>
<thead>
<tr>
<th>Item</th>
<th>Commodity Code</th>
<th>Commodity Description</th>
<th>U/M</th>
<th>Quantity</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Car Rental</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Step 17: Enter the **U/M**- Always use EA; **Quantity**- Enter number of days (3); **Unit Price**- Enter daily rate ($36).

<table>
<thead>
<tr>
<th>Item</th>
<th>Commodity Code</th>
<th>Commodity Description</th>
<th>U/M</th>
<th>Quantity</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Car Rental</td>
<td>EA</td>
<td>3</td>
<td>36</td>
</tr>
</tbody>
</table>

Step 18: Click on the Commodity Validate button.
Step 19: The next step is to complete the Accounting section of the form. Please note that the default for the form is Percents. Change this designation to Dollars by clicking the button to the left.
Step 20: Each Sequence (Seq) line represents a new line of coding. A different line will need to be used when changes are made to the FOAP (Fund, Organization, Account, and Program). Typically, you will need a separate line for each Account Code change. In our example, we will only need one line as follows:

F11020 20102 712830 P10600 (Account Code for Public Transportation) $108.00

Note - Chart-Always R; Accounting (Dollar amount of ALL Items related to the Account Code). The Fund/Orgn/Program Code used is dependent on your department however the account code for Enterprise Rentals will always be 712830.

Click the Validate button.

If there are no errors on the form, you will receive a message at the top—Document Validated with no errors.

Please note: The Commodity section MUST equal the Accounting section.

Step 21: Review the document to ensure that the information is complete and correct BEFORE clicking the Complete button at the bottom of the form.
Step 22: You will receive a system generated Purchase Order number that will appear at the top of the form.

✓ Document Validated with no errors
✓ Document P0018119 completed and forwarded to the Posting process

The Travel Purchase Order for Car Rental is now complete and has been assigned a number (P0018119).

Upon completion of the travel, a travel reimbursement voucher will need to be printed from COGNOS. See section “Printing Travel Reimbursement Voucher through COGNOS.”
**Christian Travel Airfare (Air Travel Card)**

Follow Steps 1 – 9 above.

Step 10: Enter the Banner Vendor ID for Bank of America (900478808). Once the number is entered click on the Vendor Validate button.

Step 11: The default address for the individual will automatically populate.

**Vendor ID**

<table>
<thead>
<tr>
<th>Vendor ID</th>
<th>900478808</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Type</td>
<td>EV</td>
</tr>
<tr>
<td>Vendor Name</td>
<td>Bank of America</td>
</tr>
<tr>
<td>Vendor Address</td>
<td>PO Box 15731</td>
</tr>
<tr>
<td></td>
<td>Wilmington DE 19886 5731</td>
</tr>
</tbody>
</table>
Step 12: The **Requestor Name**, **Requestor E-mail**, **Chart of Accounts**, **Organization**, **Ship Code** and **Attention To** information should default. If you have problems with any of these fields, please contact Jeanie Quesenberry, A/P Supervisor (x7614) for assistance.

- **Requestor Name**: Jeanie Quesenberry
- **Requestor E-mail**: jquesenbe8@radford.edu
- **Chart of Accounts**: R
- **Organization**: 20102
- **Ship Code**: A21786
- **Attention To**: RU Accounting Services

Step 13: The next step to entering a Travel Purchase Order is entering the information into the **Commodity** area of the form.

<table>
<thead>
<tr>
<th>Item</th>
<th>Commodity Code</th>
<th>Commodity Description</th>
<th>U/M</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Discount Amount</th>
<th>Additional Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Step 14: Enter the **Commodity Description**. This field is very limited; use a format similar to the one below.

<table>
<thead>
<tr>
<th>Item</th>
<th>Commodity Code</th>
<th>Commodity Description</th>
<th>U/M</th>
<th>Quantity</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Airfare</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Step 15: Click on the hyperlinked **Item** number.

This will open up a **Commodity/Text** box. Begin entering a COMPLETE description in the **Text, Print** section. Note this box ties to **Line Item 1**. You will enter descriptions for each individual Line Item.

[ Exit document/item text page ]
Step 16: Enter the airfare destination **date**, (9/5/12), **traveler's name** (Daisy M. Smith), **destination** (Roanoke, VA to Atlanta, GA) and **return date** (9/7/12).

**Document/Commodity Text**

**Enter Item 1 Text, Print**

9/5/12-Airfare for Daisy M. Smith-Roanoke, Va to Atlanta, GA, return on 9/7/12

Click **Save** to close.
The following message should appear showing that the Text for Item 1 has been saved.

**Document/Commodity Text**

- Item 1 Text saved.

[ Exit document/item text page ]

**RELEASE: 8.3.0.1**

Close the form by clicking on the [X] in the upper right hand corner.

To reopen the Text box for Line Item 1, simply click on the hyperlinked 1 again.

<table>
<thead>
<tr>
<th>Item</th>
<th>Commodity Code</th>
<th>Commodity Description</th>
<th>U/M</th>
<th>Quantity</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Airfare</td>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Step 17: Enter the **U/M**- Always use EA; **Quantity**- Enter 1; **Unit Price**- Enter airfare total ($378).

Step 18: Click on the Commodity Validate button.
Step 19: The next step is to complete the **Accounting** section of the form. Please note that the default for the form is Percents. Change this designation to **Dollars** by clicking the button to the left.
Step 20: Each Sequence (Seq) line represents a new line of coding. A different line will need to be used when changes are made to the FOAP (Fund, Organization, Account, and Program). Typically, you will need a separate line for each Account Code change. In our example, we will only need one line as follows:

F11020 20102 712830 P10600 (Account Code for Public Transportation) 378.00

Note - Chart: Always R; Accounting (Dollar amount of ALL Items related to the Account Code). The Fund/Orgn/Program Code used is dependent on your department however the account code airfare will always be 712830.

Save as Template

Shared

Validate Complete Save In Process

Click the Validate button.
If there are no errors on the form, you will receive a message at the top—Document Validated with no errors.

**Purchase Order**

- Begin by creating a new purchase order, retrieving an e-mail and accounting information. Use Code Lookup to query.

Select the Document Text link to attach text to the purchase order.

Choose Validate, if desired, to validate calculations and

Search In Process Purchase Orders

- Document Validated with no errors

Please note: The Commodity section MUST equal the Accounting section.

**Step 21:** Review the document to ensure that the information is complete and correct BEFORE clicking the Complete button at the bottom of the form.

- Share

- Validate

- Complete

- Save In Process

**Step 22:** You will receive a system generated Purchase Order number that will appear at the top of the form.

- Document Validated with no errors

- Document P0018120 completed and forwarded to the Posting process

The Travel Purchase Order for Airfare is now complete and has been assigned a number (P0018120).

Upon completion of the travel, a travel reimbursement voucher will need to be printed from COGNOS. See section “Printing Travel Reimbursement Voucher through COGNOS.”
Printing Travel Reimbursement Voucher through COGNOS

Signing on to COGNOS

Step 1: Open the RU Homepage: http://www.radford.edu and click on the “My RU” icon.

Step 2: Sign in to My RU

Step 3: Open the Administration tab.

Note: Be sure that you are signed onto the VPN before trying to access Cognos.
Step 4: From the Quick Links area, select Cognos

Step 5: Select My Home

Step 6: Click on the Financial and Accounting Services link
**Step 7:** Click on the **Accounts Payable** link

**Step 8:** Click on the **Radford University Travel Reimbursement Voucher** link

**Step 9:** Enter the **Purchase Order** number (P0018227) as provided upon the completion of the Purchase Order in the block. (Note: The ONLY Alpha character in the PO number is “P”; all other characters are numbers.)

**Step 10:** At the bottom of the form, click **Finish**.
Step 11: The form as shown below will be automatically populated with the Purchase Order information.

**Radford University Travel Reimbursement Voucher**

**Send Voucher to Address:**
Radford University
Accounts Payable
Box 6906
Radford, VA 24142-6906

**Date:**
Aug 2, 2012

**State Employee?** Yes No

**State Vehicle?** Yes No

**Travelers Name/Address:**
(Check Mailed to this Address)

Daisy M Smith
123 Any Street
Radford, VA 24141

**Vendor ID:** 900686632

**Purpose of Trip:**

- Presentation
- Athletics
- Recruitment
- Field Work
- Investigations
- Education
- Extraditions
- Other:
- Conference

**Function:**

- 

**City/State:**

- 

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item Description</th>
<th>Item Text</th>
<th>Qty</th>
<th>Unit</th>
<th>Estimate</th>
<th>Actual</th>
<th>Amount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Depart Radford, VA 8/15/12-Departed Radford, VA for Richmond, VA to attend Meetings by Enterprise Rental, Lodging ($105.02), M&amp;E ($51).</td>
<td>1 each</td>
<td>156.02</td>
<td>156.02</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Meetings in Richmond 8/16/12-Lodging ($105.02), M&amp;E ($65)</td>
<td>1 each</td>
<td>171.02</td>
<td>171.02</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Returned to Radford, VA 8/17/12-M&amp;E ($51)</td>
<td>1 each</td>
<td>51.00</td>
<td>51.00</td>
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<tr>
<td><strong>Totals</strong></td>
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<td>$378.04</td>
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<tr>
<th>Fiscal Year</th>
<th>Fiscal Period</th>
<th>Chart of Accounts</th>
<th>Fund</th>
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<th>Account</th>
<th>Program</th>
<th>Amount</th>
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</table>

I hereby certify that expenses listed were incurred by me on official business of the Commonwealth of Virginia and include only such expenses as were necessary for the conduct of business.

**Traveler’s Signature** __________________________   **Date** ______________

I hereby certify that the travel undertaken in this reimbursement voucher has been reviewed and approved as necessary for the conduct of business for the Commonwealth.

**Supervisor’s Signature** __________________________   **Date** ______________

SEND COMPLETED FORM TO: ACCOUNTS PAYABLE, BOX 6906

**Aug 2, 2012 10:52:27 AM**   **1**   **PO Number:** P0018227
Step 12: Complete the form by entering the **actual amounts** (based on receipts), **Function, City/State**, obtain **Traveler’s Signature** and **Supervisor’s Signature**. Be sure that each signor dates the form.

### Radford University Travel Reimbursement Voucher

**Send Voucher to Address:**
Radford University
Accounts Payable
Box 6906
Radford, VA 24142-6906

**Date:**
Aug 2, 2012

**State Employee?** Yes ☐ No ☐
**State Vehicle?** Yes ☑ No ☐

**Travelers Name/Address:**
(Direct Mail to this Address)

Daisy M Smith
123 Any Street
Radford, VA 24141

**Vendor ID:** 900686632

**Purpose of Trip:**
(Make necessary choices)

- Presentation
- Recruitment
- Investigations
- ‘Extractions
- Conference

- Athletics
- Field Work
- Education
- ☑ Other

**Function:** MEETINGS
**City/State:** RICHMOND, VA

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item Description</th>
<th>Item Text</th>
<th>Qu</th>
<th>Unit</th>
<th>Estimate</th>
<th>Actual</th>
<th>Amount</th>
<th>Total</th>
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<tbody>
<tr>
<td>1</td>
<td>Depart Radford, VA</td>
<td>8/15/12-Departed Radford, VA for Richmond, VA to attend Meetings by Enterprise Rental. Lodging, M&amp;E ($51).</td>
<td>1</td>
<td>each</td>
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<td>2</td>
<td>Meetings in Richmond</td>
<td>8/16/12-Lodging ($105.02); M&amp;E ($66)</td>
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<td>each</td>
<td>171.02</td>
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<tr>
<td>3</td>
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<td>8/17/12-M&amp;E ($51)</td>
<td>1</td>
<td>each</td>
<td>51.00</td>
<td>51.00</td>
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**Totals:**
$378.04

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<th>Fund</th>
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<th>Actual Amount</th>
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I hereby certify that expenses listed were incurred by me on official business of the Commonwealth of Virginia and are only such expenses as were necessary for the conduct of business.

**Traveler’s Signature:**
Daisy M. Smith

**Date:** 8-19-12

I hereby certify that the travel undertaken in this reimbursement voucher has been reviewed and approved as necessary for the conduct of business for the Commonwealth.

**Supervisor’s Signature:**

**Date:** 8-20-12

Aug 2, 2012 1:18:40 PM 1 PO Number: P0018227
**Trouble Shooting COGNOS Form**

The form will not be immediately available in Cognos. It will take up to a day for the new Purchase Order to be available for viewing/printing.

If you receive a “blank” screen (no PO number, vendor name, etc.) after entering the Purchase Order number, this means that the information is not available in Cognos.

Also, as mentioned above in Step 9: The ONLY Alpha character in the PO number is “P”; all other characters are numbers. If you use the letter “O” instead of zeros, you will receive a “blank” form. The “P” must be capitalized.
After the form has been printed, what next?

**Travel Reimbursement Vouchers**
Step 1: Print the Purchase Order form in COGNOS. Enter ACTUAL amounts on form. Attach Request for Travel Approval form (if required), receipts and other necessary/required documentation.

Reminder: Travel Reimbursement Vouchers must be submitted within 30 days working days after completion of trip. (see page 16)

Step 2: Obtain Traveler’s signature. (If form has been filled in by someone other than traveler, traveler should review documents for accuracy and completeness.)

Step 3: Forward to Traveler’s Supervisor for approval. Prior to signing, supervisor should also review supporting documentation for accuracy and completeness.

Step 4: Send original, completed and signed reimbursement to Accounts Payable, Box 6906.

**Enterprise Car Rentals**

IT IS NOT NECESSARY TO PRINT THE PURCHASE ORDER FORM IN COGNOS FOR ENTERPRISE RENTALS.

Step 1: After entering the PO, go to the Enterprise website and reserve the vehicle. Be sure to enter the Purchase Order number in the correct field on Enterprise’s website.

Step 2: An email will be sent directly to Accounts Payable from Enterprise. No other action is needed.

**Christian Travel Airfare Purchases**

IT IS NOT NECESSARY TO PRINT THE PURCHASE ORDER FORM IN COGNOS FOR Airfare Purchases.

Step 1: After entering the PO, complete Authorization to Charge Airfare form, obtain signature of Agency Head designee, fax to Christian Travel. Purchase Order number must be included on form.

Step 3: Either scan the forms (Request for Travel and Authorization to Charge Airfare) and forward to acctspayable@radford.edu (preferred method) or Fax the form to 831-7732.