

Travel Voucher



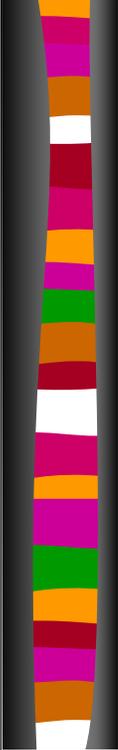
Completion



Agenda

- Learn what items are required by law to be filled out on a travel voucher
- Travel Exercises





Travel Object Codes

- Determine purpose of trip
- Travel object code listing

“...If the purpose of travel requires a state employee to travel outside Texas even though some of the travel incidentally occurs within Texas, the object codes for travel outside Texas must be used. This rule includes round trip travel between a state employee’s place of employment and the airport, parking costs at the airport, and other similar travel.”

What does this mean??

SEE YOUR OBJECT CODE REFERENCE SHEET IN YOUR FOLDER.

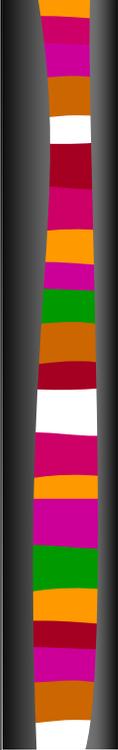


Supporting Documentation

- Supporting documentation should:
 - be attached to the voucher
 - be maintained at least until the end of the second appropriation year (AY) after the AY in which the document is processed by USAS.

“The supporting documentation that a state agency must maintain in its files consists of the documentation...that is reasonably necessary to prove the legality and fiscal responsibility of the agency’s travel payments and reimbursements. The documentation must be maintained even if the comptroller does not require the agency to make it available to the comptroller.”

The Supporting Documentation also must meet these requirements:
(SEE SLIDE)



The State of Texas Travel Voucher

Travel Voucher Information Section

Voucher fields required for a reimbursement to one individual.

Comptroller of Public Accounts Form 73-174 Rev. (9-01/17)

TRAVEL VOUCHER / FORM

Page 1 of

9. Total amount of transactions in the document.

2. Number of agency expending funds.

7. The agency entering the document into USAS.

4. Current document number

4. Required for tracking and auditing purposes.

1. Archive reference number

2. Agency number

3. Agency Name

5. Effective date (Agency use)

6. Doc date (First date of travel)

7. DOC agency

8. FY

9. Document amount

\$0.00

10. Pay to:

10. Name of payee. Try to avoid putting home address information here.

6. Enter as MMDDYY. First date of travel

11. Title

12. Designated headquarters

12. Headquarters of the payee, if the payee is a state employee or prospective employee.

13. Texas identification number

13. Fourteen digit Texas identification number of the payee.

14. I am an "appointed officer" and certify that all documentation required to be filed with the Texas Ethics Commission has been filed.

sign here

1. **Archive Reference Number:** Not required – this number used to be assigned by the Comptroller's Office
2. **Agency Number:** This is the agency where the funds are coming out of (numbers 2 and 7 will usually be the same agency)
3. **Agency name**
4. **Current Document Number:** The number an agency assigns to the document – required for tracking purposes
5. **Effective Date:** Not required
6. **Doc Date:** 1st day of travel
7. **DOC Agency:** The agency who is preparing the documents and entering them into USAS
8. **FY:** FY is the fiscal year
9. **Document Amount:** Total amount the employee is claiming for reimbursement
10. **Pay to:** Employee name. (that is all that is required – all vouchers are open records. Can use employees work address and number is one is needed)
11. **Title:** Title of the employee (used to make sure that it relates to the purchase of trip)
12. **Designated Headquarters:** The city that the employee has their place of employment.
13. **Texas Identification Number:** TIN number. 14 digits. 1st digit is always a 2, the next 9 are your SSN, the 11th is a self check number and the last three are a mail code. (Example: PR1 = direct deposit.)
14. Head of agency signs here (this does not mean the employees signature)

Travel Voucher Detail Section

3.	16. Last date of travel covered by the document.			
16. Service date (Last date of travel)	17. Description (Agency use only)			
18. DISTRIBUTION	18. This section must be filled out in its entirety. All applicable information should be included.			
AMOUNT				
Expense itemization for in-state travel:				
Fares, Public transportation	Taxi	Air Fare	Rental Car	0.00
Personal car mileage	0.00	Miles @ (Rate set by Legislature)		0.00
Meals and / or lodging				0.00
Parking				
Incidental expenses (itemize)				
Expense itemization for out-of-state travel:				
Fares, Public transportation	Taxi	Air Fare	Rental Car	0.00
Personal car mileage	0.00	Miles @ (Rate set by Legislature)		0.00
Meals and / or lodging				0.00
Parking				
Incidental expenses (itemize)				
TOTAL				\$0.00

16. Service Date: This is the last day of travel

17. Description: This is where you would put the purpose of trip

18. Distribution: This is the distribution of the expenses that you incurred. Under Parking be sure and give a range of dates and the amount/day. Some examples of incidental expenses are state/local taxes, tolls, rental car gas, etc....

Travel Voucher Certification

19. I certify that the expense account shown above is true, correct, and unpaid.			
Claimant	Date	Supervisor	Date
sign here		sign here	
20. Contact name	This is for the original signature of the payee.	Phone (Area code and number)	21. Agency use
Agency	sign here	Date the payee signed.	Date
22. Approval			

19. This statement proves that this is a legal document

The claimant is where the traveler who is seeking reimbursement places their signature and dates the voucher. The supervisor's signature is not required by the Comptroller's Office but most agency's internal policy requires it.

20. **Contact Name:** The contact name and number is usually your travel coordinator. This is required by the travel auditors so they can contact someone if questions arise.

21. **Agency Use:** This is not required by the Comptroller's Office

22. **Agency Approval:** not required

Out-of-State Itemized Section

OUT-OF-STATE MEALS AND LODGING										ACTUAL EXPENSE			
m. Leave Headquarters			n. Arrive Headquarters				o. Meals non-overnight not to exceed \$36	p. Meals not to exceed Maximum Rate	q. Lodging not to exceed Maximum Rate	r. TOTAL	s. Meals	t. Lodging	u. Total
Date	Hour	Min.	m.	Date	Hour	Min.	m.						

If travel is out-of-state, blocks M through X must be filled out.
 Remember: If the duty point of a traveler is out of state, then all travel associated with getting to that duty point, whether it occurred in or out of state, should be coded to out of state travel.

This section is used to itemize the money spent on out of state meals and lodging.

The maximum rates for all states are listed on our fiscal management website under the Out-of-State Meal, Lodging and Median Rates.

Purpose of Trip

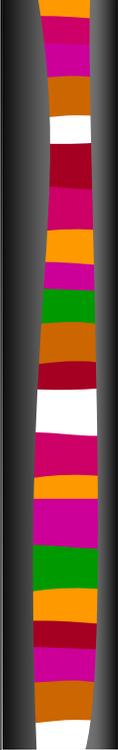
DATE	INFORMATION REQUIRED BY THE STATE OF TEXAS TRAVEL ALLOWANCE GUIDE AND OTHER PERTINENT INFORMATION		Mileage Point to Point
	<div data-bbox="630 506 1101 684" style="border: 1px solid black; background-color: yellow; padding: 5px;"> Daily itemization of expenses incurred. Other information that may appear here includes: working hours, point-to-point mileage breakdown, explanation of acronyms used, name of the board if the payee is a board member, and other relevant information. </div>		
	*Show point-to-point breakdown, including intra-city mileage claims	Total:	

- In this section you need to document what you did while traveling; what official state business is being done.
- Also, include all other incidental expenses in this section.
- To the far right under “mileage point to point” this is where you will include ALL the mile details

Remember that your HQ is the city where your place of employment is located. For example mine is Austin. The POE is the actual building you work. For example LBJ Building.

Other things that HAVE to be included on a voucher (in this section) are:

- 1.Check in time
- 2.Arrival time
- 3.Your working hours
- 4.And all acronyms and abbreviations need to be spelled out.



Tricks of the Trade...

- Open the Comptroller Travel Voucher
<https://fm.x.cpa.state.tx.us/fm/forms/TrvIVchr06.xls>
- Entering in Dates
- What do the zeros mean?
- Leave room on right-side margin when typing in the purpose of trip section “Y”
- In-state meals and lodging formula
- Mileage
 - Enter your rate
 - Built in formula

- When entering in date don't enter in slashes or dash marks. Excel doesn't recognize that format and it will rearrange the date. Instead just enter in the numbers as is. Like today would be 110905 and Excel will put the dash marks in for you.
- Whenever you see zeros this means there is a formula built in and you will not be able to enter in values in that field. Instead Excel will pull numbers for other places on the voucher and fill that information in for you.
- When typing in description of duties performed and other related travel information in the purpose of trip section, block “Y”, give yourself room on the right hand margin or wording will be cut off. Do not type all the way up to the border of this block.
- In the in-state meals and lodging section there is a formula built in not to let you exceed \$36 a day for meals or \$85 for lodging. You can type in a higher amount, but when Excel is adding up your totals it will not exceed those rates. Be careful because that formula does not exist in the out-of-state meals and lodging section. There are just too many rates and too many ways to increase your rates for a formula to be possible.
- On FRONTPG1 you need to enter in your mileage rate. This is NEW....currently the mileage rate is a 44.5 cents per mile however many agencies do not have the budget for that and are staying at 40.5 cents per mile. So you will need to enter you mileage rate in the form of a decimal. Ex: .445 or .405
- ON BACKPG1 you will see in the very bottom of the voucher in the Detail section is where you record the point to point miles. If you look at that section and click over a little bit you will see a box for you to put an “I” (for in-state) and an “O” (for out-of-state) miles. There is a formula that will carry that mileage amount to the front page once an “I” or an “O” has been recorded.

Let's Work One Together...

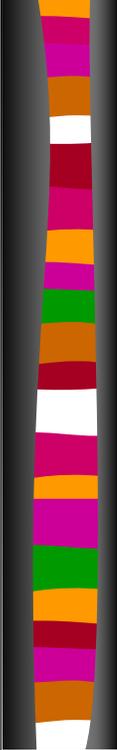
- Let's read exercise #1 in your folder
- Open Travel Voucher on FMX
- Start from the back and work your way forward





USAS Forms Approval

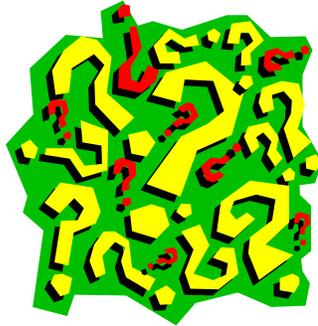
- Any forms changes to USAS documents (ex: travel vouchers) need to be approved for use through Dolores Reyna, Fiscal Information Section, at 512.936.6044 or email her at dolores.reyna@cpa.state.tx.us



Where to Get More Information

- General Appropriations Act (art. IX secs. 5.01-5.09)
- Texas Government Code section 660.
- Window on State Government Website:
<http://www.window.state.tx.us>
- Expenditure Assistance:
 - 512.475.0966
 - Expenditure.assistance@cpa.state.tx.us

Any Questions?



Thanks For Coming To The
Travel Voucher Completion
Class!