

Approving a Travel Form in ProTrav

Workflow Definition: Workflow is the process of *creating* and *approving* various types of forms electronically. Based on predetermined Workflow Paths (as set by Org and Dept workflow administrators), these forms can be approved electronically and sent on to subsequent individuals on the approval path.

Traveler Approval: The traveler signifies claims are an accurate representation of actual travel costs and expenses claimed on the voucher, and the expenses will not be claimed in duplicate from the University of Iowa, from any other source, or as a business expense for IRS tax deduction purposes.

Supervisor/Departmental Approval: By approving this form the Department verifies these expenses have been incurred as a part of official university business and have been reviewed and approved by the appropriate individual with designated approval authority for this department and/or funding source (MFK). As a designated departmental “Approver” of expenses incurred in the name of The University of Iowa via this form, the approver understands and accepts the fiduciary responsibility to comply with all applicable institutional policies. It is his/her responsibility to examine all purchases along with required supporting documentation to determine if the charge is: for a valid business purpose and for the University’s benefit.

Quick Guide

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Quick Guide to Trip, Cash Advance, & Travel Expense Voucher Approval

Trip Approvals

Trips need the approval of the traveler and the traveler's supervisor (or designated approval authority) prior to the trip being taken. Individuals on the Workflow approval path need to review the trip description, purpose, etc. to ensure the trip is for a valid University business purpose. Any cash advances requested for the traveler display in the cash advances section and are viewable by clicking the "Detail" link next to the cash advance information. If the trip information looks good, click the "Approve" button to approve and/or continue to route the voucher in the Workflow application.

Trip: Trip Workflow Approvals Document

Workflow approver history:

Seq #	Received	Approver/Title	Approval	Routing	Y/N	Comments
2		WALTER SANDLER/ ACCOUNTANT	Required	05/0311/	Y	
1	02/25/2010	JACOB BUTLER/ PROGRAM ASSISTANT	Required	05/0311/	Y	
0	Initiator	FRANK CLARK/ CLERK IV	Required		Y	

APPROVE

DO NOT APPROVE

EXIT

Workflow comments:

Save Comments

Trip information:

Traveler information:

Trip ID: 987654

Descr.: Trip Workflow Approvals Document

Comments:

Assigned TEVs: T0987654 (TEV in-progress)

Change history: View changes

Purpose: Conference/Professional Development

Departing: 07/14/2010 00:00

Returning: 07/18/2010 00:00

The traveler cannot be changed once a trip is created. If this trip is for someone else, please cancel this trip and create a new trip.

Traveler: Frank Clark (FCLARK)

Travel type: Individual travel Group/Team travel

Campus address: 202 PCO

Record history:

Created by: FCLARK on 02/23/2010 10:10

Users with access to this trip

Trip destinations:

Create new destination

Chicago,IL, USA 07/14/2010 - 07/18/2010 Edit | Remove

United States

Default MFK:

FND	ORG	DEPT	SDEPT	GRNT/PRGM	IACCT	OACCT	DACCT	FNC	CCTR
123	05	0311	00000	00000000	6026	000	00000	00	0000

Cash advances:

Request new cash advance

Cash Adv. ID	Type	Amt. Req.	Sch. Pay Dt.	Amt. Paid	Date paid	
6344	Standard	\$140.00	03/22/2010	\$0.00		Detail Edit

Attachments:

Add/Edit | Show/hide thumbs

No attachments available

Cancel Trip Update

Cash Advance Approval

If a cash advance is requested for a trip, the cash advance needs to receive Workflow approvals and is reviewed and approved by the Accounts Payable office prior to funds being disbursed to the traveler. Cash advance approvals are similar to trip approvals. The cash advance request requires the traveler's approval, as well as approval from the traveler's supervisor (or other designated approval authority). Any individuals on the approval path verify the cash advance is related to UI business travel and funding is available for the cash advance. The cash advance amount or payment method can be updated at this point (either requesting up to the standard cash advance amount of \$60.00 for the first day of the trip and \$20.00 for each additional day – or the requested cash advance amount can be lowered). Any comments can also be added to the WF routing path. Once everything is reviewed, click the "Approve" button to approve and/or continue to route the cash advance request in the Workflow application.

Cash advance: C0009876 for Frank Clark

Workflow approver history:

Seq #	Received	Approver/Title	Approval	Routing	Y/N	Comments
1		JACOB ROBERT BUTLER / PROGRAM ASSISTANT	Required	05/0311/	N	
0	Initiator	FRANK CLARK / CLERK IV	Required		Y	

Key to Y/N Column: (R) Requested Returned; (Y) Approved; (V) Voided; (N) Not Approved; (T) Tacit Approval

The Department verifies that the trip and advance requested herein are for official university business travel, that funding is available to cover the advance, and that the trip, advance request, and funding have been reviewed and approved by the appropriate individual(s) who has designated approval authority for this department and/or funding source. As a designated departmental "Approver" of expenses incurred in the name of The University of Iowa via this form, I understand that I am accepting a fiduciary responsibility to comply with all applicable institutional policies. It is my responsibility to examine all purchases and requests for payment along with required supporting documentation to determine if the charge is: for a valid business purpose; for the University's benefit, and; not for the personal benefit of any person.

APPROVE

DO NOT APPROVE

EXIT

Trip details:

View/Edit trip details

Traveler: Frank Clark (FCLARK)

Purpose: Conference/Professional Development

Destinations: (07/14/2010-07/18/2010) Chicago, IL, USA

Type: Individual travel

Dates: 07/14/2010-07/18/2010

Default: 050 05 0311 23000 00000000 6025 000

MFK: 00000 60 0000

Comments: None

Workflow comments:

Save Comments

Cash advance details:

Update

Cancel Advance Request

Traveler: Frank Clark (FCLARK)

Amount requested: 140.00

Payment method:
☒ Direct deposit
☐ Check - pickup at Travel office
☐ Check - mail to traveler

Scheduled pay date: 07/09/2010

Justification:

Attachments:

Add/Edit | Show/hide thumbs

No attachments available

Advance status history:

View change history

Record last updated	03/09/2010 09:55 by FCLARK
Advanced routed in WF (AR)	03/09/2010 10:50 by FCLARK
Advance initiated (AI)	03/09/2010 09:55 by FCLARK

Travel Expense Voucher Approval

Traveler Approval

Review all expenses on TEV summary. If complete and correct, click the “Approve” button. If not complete and correct, see the Reviewing Expenses section for instructions on adding, editing, or deleting expenses.

Voucher editor: TEV# T0987654

Below is a summary of this Travel Expense Voucher (TEV).

Workflow approver history:

Seq #	Received	Approver/Title	Approval	Routing	Y/N	Comments
1		FRANK CLARK / CLERK IV	Required	05/0311/	N	
0	Initiator	JACOB BUTLER / PROGRAM ASSISTANT	Required		Y	

The **Traveler** signifies that the claims are an accurate representation of actual travel costs and that expenses claimed here will not be claimed in duplicate from the University of Iowa, from any other source, or as a business expense for IRS tax deduction purposes.

The **Department** verifies that these expenses have been incurred as a part of official university business travel and that they have been reviewed and approved by the appropriate individual who has designated approval authority for this department and/or funding source (MFK). As a designated departmental "Approver" of expenses incurred in the name of The University of Iowa via this form, I understand that I am accepting a fiduciary responsibility to comply with all applicable institutional policies. It is my responsibility to examine all purchases and requests for payment along with required supporting documentation to determine if the charge is: for a valid business purpose and for the University's benefit.

Key to Y/N Column: (R) Requested Returned; (Y) Approved; (V) Vaided; (N) Not Approved; (T) Tacit Approval

[View change history for this TEV](#)

Workflow comments:

Approving - Travel Vouchers

Trip details:

Traveler:

Name: FRANK CLARK
Dept: VPFO-Purchasing
Addr: 202 PCO

Trip info:

Desc: TEV Approval Quick Guide
Purpose: Conference/Professional Development
Type: Individual travel

Trip destinations:

(02/20/2010-02/25/2010) Iowa City, IA, USA
[View/Edit trip details](#)

Expenses: [View/Edit expenses](#)

Miscellaneous

Date	Description	Amount
02/20/10	Registration	\$49.00
	TEV Approval Conference	
	Total:	\$49.00
	Total itemized expenses:	\$49.00

Taxable expenses:

Traveler	Taxable Amt.
FRANK CLARK (CLARK)	\$0.00

Sub-Level Routing: If prompted with the sub-level routing screen (shown on the left below) select the appropriate sub-level of routing and click the “Continue” button. If the screen appears, but doesn’t provide any options, or none of the headings listed apply to you and your voucher, click the “Continue” button.

Supervisor Routing: If not prompted with the sub-level routing screen, the supervisor routing screen (shown on the right below) appears, select the appropriate supervisor from the list and click the “Continue” button. If the supervisor isn’t listed, select “Not Listed” and click the “Continue” button. See the [Alternate & Ad-Hoc Routing](#) section for instructions.

Workflow: Choose routing path for form TEVFS

If sub-level routing is required for this form, select from the routing options below.

This form will route to this path AFTER it has routed to the traveler and traveler's supervisor.

Routing options:

☐ 05-0310-Purchasing (VPFO-Purchasing)

☐ 05-0311-Accounts Payable (VPFO-Accounts Payable)

Select supervisor:

You must now send this *ProTrav* - TEV, *Fac/Stf* transaction to a supervisor for approval.

Please choose the correct person to route this form to after you have approved the transaction from the following list by clicking on the button to the left, then click "Continue" below.

Supervisors for 05/0311/:

05/0311/22000

☐ JACOB BUTLER

☐ NOT LISTED

ProTrav confirms the individual to route the TEV to – confirm the selection or specify additional alternate approvers and click the “Continue” button. If needed, see the [Alternate & Ad-Hoc Routing](#) section for instructions.

Workflow: Routing options

This transaction will route to **BUTLER, JACOB ROBERT.** Please choose if you would like to add ad-hocs routes to this transaction.

This transaction will still undergo post-supervisor routing if your Workflow administrator has set it up.

Route this transaction to:

☒ Supervisor only

☐ Additional alternates then this Supervisor

Continue

Once the routing is confirmed, the ProTrav application provides a final routing confirmation message.

Supervisor/Departmental Approver

Review all expenses on the TEV summary. If complete and correct, click the “Approve” button. If not complete and correct, see the [Reviewing Expenses](#) section for instructions on adding, editing, or deleting expenses.

Voucher editor: TEV# T0998877

Below is a summary of this Travel Expense Voucher (TEV).

Workflow approver history:

Seq #	Received	Approver/Title	Approval	Routing	Y/N	Comments
1		JACOB BUTLER / PROGRAM ASSISTANT	Required	05/0311/	N	
0	Initiator	FRANK CLARK / CLERK IV	Required		Y	

The Department verifies that these expenses have been incurred as a part of official university business travel and that they have been reviewed and approved by the appropriate individual who has designated approval authority for this department and/or funding source (MPK). As a designated departmental "Approver" of expenses incurred in the name of The University of Iowa via this form, I understand that I am accepting a fiduciary responsibility to comply with all applicable institutional policies. It is my responsibility to examine all purchases and requests for payment along with required supporting documentation to determine if the charge is for a valid business purpose and for the University's benefit.

Key to Y/N Column: (R) Requested Returned; (Y) Approved; (V) Voided; (N) Not Approved; (T) Tacit Approval

View change history for this TEV

APPROVE

DO NOT APPROVE

EXIT

Workflow comments:

Save Comments

ProTrav redirects to the Workflow application. Follow the on-screen Workflow directions to complete the approval process. If you need to alternate or ad-hoc route the TEV, see the [Alternate & Ad-Hoc Routing](#) section.

Workflow Routing

Workflow for: ProTrav - TEV, Fac/Stf (Transaction 0112358)

This transaction was entered into Workflow on 02/16/2010

The Workflow Inbox displays this basic information: CLARK, FRANK | T0998877

[View the entire projected Workflow path for this form.](#)

WORKFLOW OPTIONS FOR: PROTRAV - TEV, FAC/STF (TRANSACTION 0112358)

You are viewing all options for this form.

To view Approval options only, click [here](#). To view "Do Not Approve" options only, click [here](#).

You are responsible for routing this form to its next step, using this application.

Please choose from the following options:

☒ Approve and send to the next approval level as listed here:

Employee ID	Name	Approval Level	Approval Type
1111111	SANDLER, WALTER	DEPT	Required

☐ Approve and send to the next approval level plus someone from my alternates list. (specify on next page)

☐ Approve and send to an alternate for intermediate approval. (specify on next page)

☐ Do not approve; instead send to an alternate for approval, then return to me. (specify on next page)

☐ Void this form, removing it completely from workflow.

You will be asked for further confirmation.

Continue

5

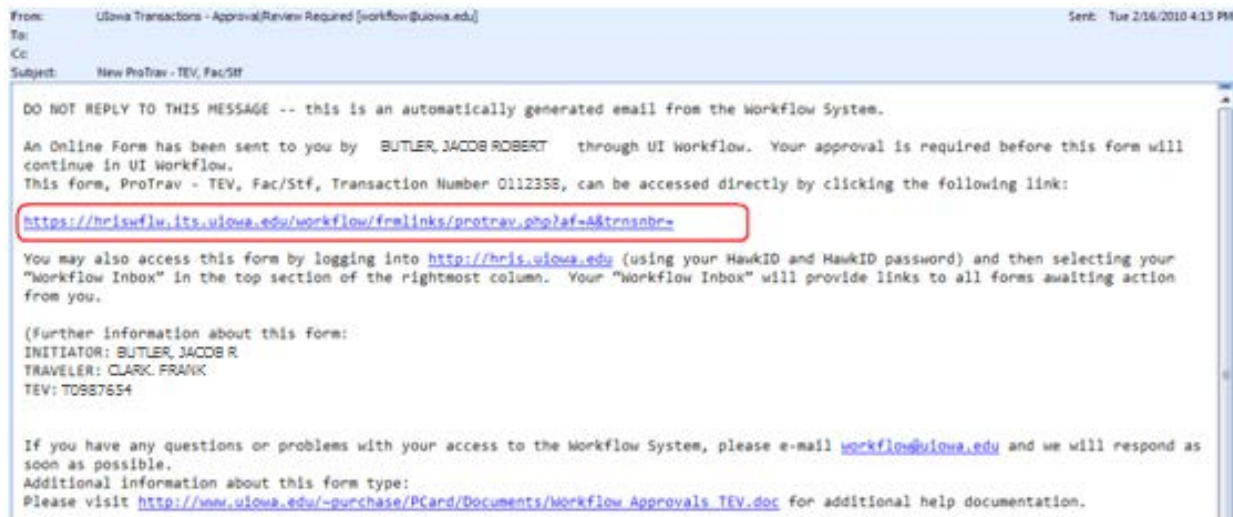
Detailed Instructions to Travel Expense Voucher Workflow Approval

1. Log into ProTrav/ Accessing the TEV

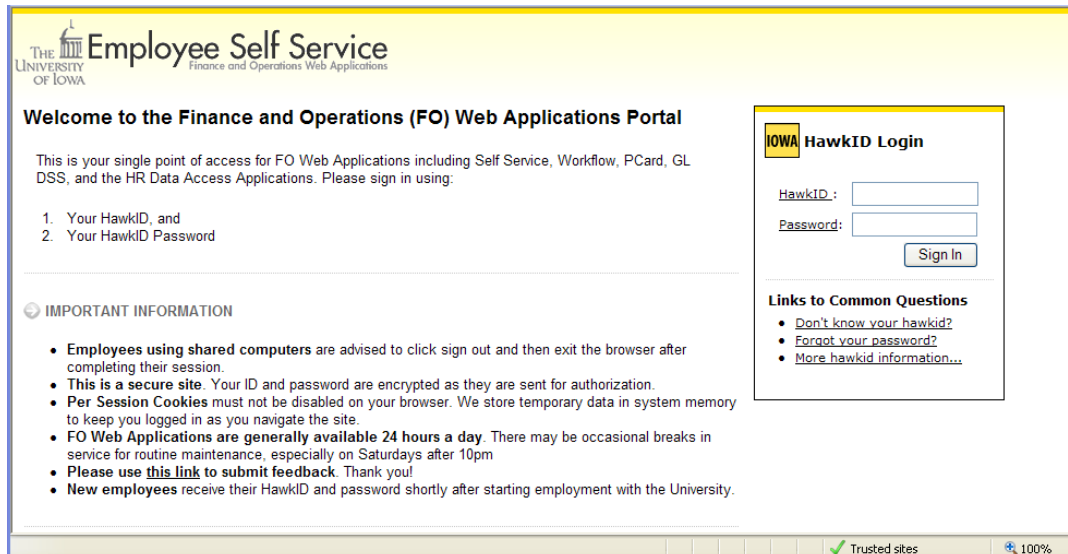
There are three ways to access Workflow forms to approve a Travel Expense Voucher:

- A. Email Notification
- B. HR Self Service Workflow Inbox
- C. ProTrav application

A. Email Notification: An email from Ulowa Transactions with “ProTrav – TEV” in the subject line provides a direct link within the email; click the link to log into the ProTrav application. A copy of the email sent is shown below:



You may be prompted to login to HR Self Service. Once logged in, you are automatically taken to the TEV.



B. HR Self Service Workflow Inbox: Log into HR Self Service and access your Workflow Inbox. A listing of Accounts Payable / Travel Forms displays. Click the specific TEV to be taken directly to the TEV for review.

You are here: [Personal](#) » Workflow Inbox

Workflow Inbox

Workflow Forms Awaiting Approval

CHOOSE SYSTEM

System: All

= Attachments Available

ACCOUNT'S PAYABLE / TRAVEL: PROTRAV - TEV FOR UI FACULTY/STAFF (TEVFS)

Trns	Type	Traveler	TEV	Date Received	Date In Wkflw	Initiator	Last Action
0112357	ProTrav - TEV for UI Faculty/Staff	CLARK, FRANK	T0987654	02/16/2010	02/16/2010	CLARK, FRANK	INITIATOR

C. ProTrav application: The ProTrav application is located at <https://protrav.bo.uiowa.edu>. The application is also accessible once logged into HR Employee Self Service, located under the Administration tab > Systems section > ProTrav (PCard Vouchers & Travel) link, shown below:

MY SELF SERVICE PERSONAL **ADMINISTRATION** WORKFLOW EXTERNAL LINKS

HR Inquiry

- Standard Report Frequency Recommendations
- Total Compensation Admin

System Tools

- IMFO Role Security

Data Access

- AP-PO Freight Web Tools
- AP-PO PeopleSoft
- GL Financial Systems Tools
- GL General Ledger DSS
- PMO (Property Management)

Systems

- Cash Handling Audit Procedures
- E-Pro(E-Vouchers & PReqs)
- GL Journal Entry
- Jobs@UIOWA
- ProTrav (PCard Vouchers & Travel)**

LEARN ABOUT CUSTOMIZING SELF SERVICE

HR Online Update

- Flexible Work Arrangements

Forms

- Data Warehouse Access Form
- Facilities Management Requisition
- Fleet Services Requisition
- Workers Compensation

The Travel Start Page shows TEVs under the “Travel Forms Awaiting Your Approval” section on the right hand side of the screen. Click the transaction number to go to the applicable TEV.

THE UNIVERSITY OF IOWA

ProTrav

Accounts Payable/Purchasing/Travel

PCard Travel

Create new trip
Create TEV
Start Page

my Travel

- my Trips
- my Reimbursements
- my Advances

my Travelers

Travel information for: JACOB BUTLER

my Payments

No travel payments disbursed for you in the past 30 days.

Check payments will be processed in the next scheduled check run after the date posted here. In general, checks are issued three times per week. Direct Deposit payments are processed daily and should be in your account the next business day following the posted day.

Payment Information for my Travelers

No travel payments disbursed for you or your travelers in the past 30 days.

New Trips

No recent trips found departing or returning within 30 days for you or any of your "my travelers".

Travel news

Message from the Travel Team:

- New** Meal Expenses in Travel Status
- TSA implements "Secure Flight" Program
- ProTrav-Feature Enhancements Announcement
- Mileage rate effective 1/1/2009
- Eastern Iowa Airport Parking Discount
- Do you want to be notified when a Travel payment has been made to you by direct deposit?
- Click here for "Other Travel Related News"

Travel Forms Awaiting Your Approval

0112357	CLARK, FRANK	TEV
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2. Reviewing Expenses

The TEV summary panel provides an overview of trip details, expenses, and funding. Expenses which did not meet UI business rules or requiring further justification (if any) are shown in the “Justification for Exceptions” section towards the bottom of the left hand column.

At this point, several actions may be taken. Click the link below to view the section for the specific action:

- [Edit and/or Delete expenses](#)
- [Edit funding information](#)
- [Traveler Approval and Voucher Routing](#)
- [Supervisor/Departmental Approval and Voucher Routing](#)
- [Alternate/ Ad-Hoc Routing](#)
- [Voiding a Travel Expense Voucher in Workflow](#)

3. Edit and/or Delete Expenses

From the TEV Summary, clicking the View/Edit expenses link displays the voucher editor to add, edit, delete, or split any expenses on the voucher.

Voucher editor: TEV# T0998877

Below is a summary of this Travel Expense Voucher (TEV).

Workflow approver history:

Seq #	Received	Approver/Title	Approval	Routing	Y/N	Comments
1		JACOB BUTLER / PROGRAM ASSISTANT	Required	05/0311/	N	
0	Initiator	FRANK CLARK / CLERK IV	Required		Y	

Key to Y/N Column: (R) Requested Returned; (Y) Approved; (V) Voided; (N) Not Approved; (T) Tacit Approval

[View change history for this TEV](#)

The Department verifies that these expenses have been incurred as a part of official university business travel and that they have been reviewed and approved by the appropriate individual who has designated approval authority for this department and/or funding source (MPK). As a designated departmental "Approver" of expenses incurred in the name of The University of Iowa via this form, I understand that I am accepting a fiduciary responsibility to comply with all applicable institutional policies. It is my responsibility to examine all purchases and requests for payment along with required supporting documentation to determine if the charge is: for a valid business purpose and for the University's benefit.

APPROVE

DO NOT APPROVE

EXIT

Workflow comments:

Save Comments

Approving - Travel Vouchers

Trip details:

Traveler:

Name: FRANK CLARK
Dept: VPFO-Purchasing
Addr: 202 PCO

Trip info:

Desc: Iowa Hawkeye Conference
Purpose: Conference/Professional Development
Type: Individual travel

Trip destinations:
(03/10/2010-03/15/2010) Iowa City, IA, USA
[View/Edit trip details](#)

Expenses:

Hotel

03/10/10	Hotel room	\$142.00
\$59.00 + \$12.00(tax) X 2 nights		
Total:		\$142.00

Meal

03/11/10	Dinner (Domestic)	\$17.00
03/12/10	Dinner (Domestic)	\$15.30
03/13/10	Breakfast (Domestic)	\$7.35
Total:		\$39.65
Total itemized expenses:		\$181.65

[View/Edit expenses](#)

To add an expense, select the expense type and subtype on the left side column. Enter the applicable information and click the “Save Expense” button. Each saved expense is then shown on the right side column.

To edit an expense, click the “edit” link next to the expense in the right hand column. The expense info is shown under the left side column. Edit the information as necessary. Click the “Save Expense” button to finalize the edit.

To delete an expense, click the “del” link next to the expense in the right hand column. The expense info is shown under the left side column. Click the “Delete Expense” button. ProTrav displays a prompt to confirm deletion. (Note: For meals, ProTrav skips showing the expense in the left side column and simply displays the prompt).

Voucher editor: TEV# T0998877 Step 1 of 4

If any expenses for this trip were paid with a UI Procurement Card please reconcile those charges on the Procurement Card Voucher (PCV) before adding out of pocket expenses to this TEV. Any Procurement Card charges previously reconciled to this trip should already appear below. Please reconcile (on the PCV) any new Procurement Card charges associated with this trip at this time. (PLEASE NOTE-The PCV does **NOT** have to be **completed** in its entirety prior to submission of your TEV, but any transactions/lines related to this trip should be processed.)

Traveler: Frank Clark (FCLARK)
Trip description: Iowa Hawkeye Conference
Trip dates: Wednesday 03/10/2010 - Monday 03/15/2010
[Edit trip details](#)

Destinations:
 • Iowa City, IA, USA (03/10/2010-03/15/2010)

Expense Editor: attach file

New line

Expense type: Transportation ▼

Policy for this expense type: Mileage ▼

Mileage expense

*Date of expense: Wed, 03/10/2010 ▼

*Destination: Iowa City, IA, USA (03/10/10-03/15/10) ▼

Comments:

*Miles traveled: 0 x 0.500

Miles Rate
Mileage calculator

*Amount:

Save Expense

Expenses for this TEV:

Hotel

edit del split	03/10/10	Hotel room	\$142.00
		\$59.00 + \$12.00(tax) X 2 nights	
			Total: \$142.00

Meal

edit del split	03/11/10	Dinner (Domestic)	\$17.00
edit del split	03/12/10	Dinner (Domestic)	\$15.30
edit del split	03/13/10	Breakfast (Domestic)	\$7.35
			Total: \$39.65
			Total itemized expenses: \$181.65

Return to TEV Summary

To split an expense, click the “split” link next to the expense in the right hand column. In the left hand column ProTrav requests the HawkID of the traveler and expense amount to associate to the traveler. Once added, click the “Add Traveler” button. The traveler and split expense amount displays under the “Travelers assigned to this expense” section. On the right hand column, the expense is designated with an icon to signify a split expense.

Expense Editor: attach file

New line

Expense details

Expense type: Hotel: Hotel room

Date of expense: Wednesday, 03/10/2010

Amount: \$142.00

Traveler expense split

Allocate a portion of this expense to another traveler; specify amount for this traveler. A summary of travelers assigned to this expense is displayed below.

0.00 Cancel Add Traveler

HawkID of traveler Expense amount
Search HawkIDs for this traveler

Travelers assigned to this expense

FCLARK	Frank Clark	\$71.00	
WSAND	Walter Sandler	\$71.00	edit del

Expenses for this TEV:

Hotel

edit del split	03/10/10	Hotel room	\$142.00
		\$59.00 + \$12.00(tax) X 2 nights	
			Total: \$142.00

Meal

edit del split	03/11/10	Dinner (Domestic)	\$17.00
edit del split	03/12/10	Dinner (Domestic)	\$15.30
edit del split	03/13/10	Breakfast (Domestic)	\$7.35
			Total: \$39.65
			Total itemized expenses: \$181.65

Return to TEV Summary

Once finished with any edits, click the “Return to TEV Summary” button to return to the TEV Summary to proceed with voucher approval and routing.

4. Edit Funding Information

If expenses are edited or deleted, MFKs or amounts may need to be updated to ensure proper accounting allocations. Click the “View/edit funding” link (shown circled below) to make accounting changes.

Voucher editor: TEV# T0998877

Below is a summary of this Travel Expense Voucher (TEV).

Workflow approver history:

Seq #	Received	Approver/Title	Approval	Routing	Y/N	Comments
1		JACOB BUTLER / PROGRAM ASSISTANT	Required	05/0311/	N	
0	Initiator	FRANK CLARK / CLERK IV	Required		Y	

Key to Y/N Column: (R) Requested Returned; (Y) Approved; (V) Voided; (N) Not Approved; (T) Tacit Approval

[View change history for this TEV](#)

The Department verifies that these expenses have been incurred as a part of official university business travel and that they have been reviewed and approved by the appropriate individual who has designated approval authority for this department and/or funding source (MFK). As a designated departmental "Approver" of expenses incurred in the name of The University of Iowa via this form, I understand that I am accepting a fiduciary responsibility to comply with all applicable institutional policies. It is my responsibility to examine all purchases and requests for payment along with required supporting documentation to determine if the charge is: for a valid business purpose and for the University's benefit.

Workflow comments:

APPROVE

DO NOT APPROVE

EXIT

Approving - Travel Vouchers

Trip details:

Traveler:
 Name: FRANK CLARK
 Dept: VPFO-Purchasing
 Addr: 202 PCO

Trip info:
 Desc: Iowa Hawkeye Conference
 Purpose: Conference/Professional Development
 Type: Individual travel

Trip destinations:
 (03/10/2010-03/15/2010) Iowa City, IA, USA
[View/Edit trip details](#)

Expenses: [View/Edit expenses](#)

Date	Description	Amount
03/10/10	Hotel room	\$142.00
\$59.00 + \$12.00(tax) X 2 nights		
Totals:		\$142.00
03/11/10	Dinner (Domestic)	\$17.00
03/12/10	Dinner (Domestic)	\$15.30
03/13/10	Breakfast (Domestic)	\$7.35
Totals:		\$39.65
Total itemized expenses:		\$181.65

Funding details: [View/Edit funding](#)

050-05-0311-23000-00000000-6025-000-00000-60-0000
 For: FRANK CLARK \$181.65

Dept funding limit: \$0.00
 Total reconciled amount: \$181.65
 Amount due to traveler on this TEV: 181.65

• [Print a TEV coversheet](#)

The TEV Accounting Page displays funding limits and funding MFK(s). If there is a departmental funding limit (e.g. department is only paying for expenses up to \$150.00 – any additional expenses are at the expense of the traveler) then update the Department funding limit box with the correct amount. If total expenses are less than the department funding limit, leave this box blank.

Voucher editor: TEV# T0998877 Step 2 of 4

For this TEV:				For this trip:																										
Total itemized expenses on this TEV: \$181.65				Current TEV: \$181.65																										
Department funding limit: (if less than total expense) 150.00				PCard expenses for this trip: \$0.00																										
Less cash advance(s): \$0.00				Additional vouchers: none																										
Amount due to traveler on this TEV: 150.00				Total expense for this trip: \$181.65																										
Payment method: <input checked="" type="radio"/> Direct deposit <input type="radio"/> Check - pickup <input type="radio"/> Check - mail																														
MFKs to be charged on this TEV: How do I change or add MFK's?																														
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FND	ORG	DEPT	SDEPT	GRNT/PRGM	IACCT	OACCT	DACCT	FNC	CCTR	Amt																				
★ ★	050	05	0311	23000	00000000	6025	000	00000	60	0000	150.00																			
Amount to reconcile: 150.00 Total reconciled: 150.00 Balance to reconcile: 0.00																														
<div style="display: flex; justify-content: space-around;"> Save and Proceed to TEV Summary/Review Return to Expense Editor </div>																														

To split funding to multiple MFKs or to update the funding source, click the “New line for this traveler” link, as shown below. An additional MFK line appears, specify the MFK to use and amount. If the TEV has split transactions, make sure to associate the expense to the correct traveler (if applicable).

Voucher editor: TEV# T0998877 Step 2 of 4

For this TEV:				For this trip:																																																													
Total itemized expenses on this TEV: \$181.65				Current TEV: \$181.65																																																													
Department funding limit: (if less than total expense) 0.00				PCard expenses for this trip: \$0.00																																																													
Less cash advance(s): \$0.00				Additional vouchers: none																																																													
Amount due to traveler on this TEV: 181.65				Total expense for this trip: \$181.65																																																													
Payment method: <input checked="" type="radio"/> Direct deposit <input type="radio"/> Check - pickup <input type="radio"/> Check - mail																																																																	
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Please edit MFK(s) as needed and specify the amount to be charged to each MFK.																																																																	
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FND	ORG	DEPT	SDEPT	GRNT/PRGM	IACCT	OACCT	DACCT	FNC	CCTR	Amt																																																							
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Enter MFKs and associate expenses as needed. Once all information is provided, ensure the “Balance to reconcile” section shows a \$0.00 balance. If any expenses need further editing, click the “Return to Expense Editor” button if any additional expenses need updated. If all information is correct, click the “Save and Proceed to TEV Summary/Review” button to proceed with the voucher approval process.

Voucher editor: TEV# T0998877 Step 2 of 4

For this TEV:		For this trip:	
Total itemized expenses on this TEV:	\$181.65	Current TEV:	\$181.65
Department funding limit: (if less than total expense)	0.00	PCard expenses for this trip:	\$0.00
Less cash advance(s):	\$0.00	Additional vouchers:	none
Amount due to traveler on this TEV:	181.65	Total expense for this trip:	\$181.65

Payment method: ☒ Direct deposit
☐ Check - pickup
☐ Check - mail

MFKs to be charged on this TEV:
[How do I change or add MFK's?](#)

Please add/delete lines or edit amounts to match the current total expense or funding limit on this voucher.

	FND	ORG	DEPT	SDEPT	GRNT/PRGM	IACCT	OACCT	DACCT	FNC	CCTR	Amt
★ ★	050	05	0311	23000	00000000	6025	000	00000	60	0000	161.65
Traveler: Frank Clark											
New line for this traveler											
★ ★ Remove	050	05	0311	23000	00000000	6025	000	00000	60	0000	20.00
Traveler: CLARK, FRANK ▼											

Amount to reconcile: 181.65

Total reconciled: 181.65

Balance to reconcile: 0.00

Save and Proceed to TEV Summary/Review

Return to Expense Editor

5. Traveler Approval & Voucher Routing

The traveler is always required to review and approve their TEV.

If someone other than the traveler initiated the TEV, the voucher automatically routes to the traveler when submitted to Workflow. From the TEV summary panel the traveler reviews the expenses and funding (and updates if needed). If the traveler agrees the expenses are accurate, the traveler clicks the "Approve" button to approve the voucher and start the Workflow routing process.

Voucher editor: TEV# T0987654

Below is a summary of this Travel Expense Voucher (TEV).

Workflow approver history:

Seq #	Received	Approver/Title	Approval	Routing	Y/N	Comments
1		FRANK CLARK / CLERK IV	Required	05/0311/	N	
0	Initiator	JACOB BUTLER / PROGRAM ASSISTANT	Required		Y	

The Traveler signifies that the claims are an accurate representation of actual travel costs and that expenses claimed here will not be claimed in duplicate from the University of Iowa, from any other source, or as a business expense for IRS tax deduction purposes.

The Department verifies that these expenses have been incurred as a part of official university business travel and that they have been reviewed and approved by the appropriate individual who has designated approval authority for this department and/or funding source (MFK). As a designated departmental "Approver" of expenses incurred in the name of The University of Iowa via this form, I understand that I am accepting a fiduciary responsibility to comply with all applicable institutional policies. It is my responsibility to examine all purchases and requests for payment along with required supporting documentation to determine if the charge is: for a valid business purpose and for the University's benefit.

Key to Y/N Column: (R) Requested Returned; (V) Approved; (V) Voided; (N) Not Approved; (T) Tacit Approval

[View change history for this TEV](#)

Workflow comments:

APPROVE

DO NOT APPROVE

EXIT

Approving - Travel Vouchers

Trip details:		Expenses:	
Traveler:		Miscellaneous View/Edit expenses	
Name: FRANK CLARK		02/20/10	Registration \$49.00
Dept: VPFO-Purchasing		TEV Approval Conference	
Addr: 202 PCO		Total:	\$49.00
Trip info:		Total itemized expenses: \$49.00	
Desc: TEV Approval Quick Guide			
Purpose: Conference/Professional Development			
Type: Individual travel			
Trip destinations:		Taxable expenses:	
(02/20/2010-02/25/2010) Iowa City, IA, USA		Traveler	Taxable Amt.
View/Edit trip details		FRANK CLARK (FCARK)	\$0.00

Sub-Level Routing: If prompted with the sub-level routing screen (shown on the left below) select the appropriate sub-level of routing and click the “Continue” button. If none of the headings listed apply to you and your voucher, click the “Continue” button.

Supervisor Routing: If not prompted with the sub-level routing screen, the supervisor routing screen (shown on the right below) appears, select the appropriate supervisor from the list and click the “Continue” button. If the supervisor isn’t listed, select “Not Listed” and click the “Continue” button. See the Alternate & Ad-Hoc Routing section for instructions.

Workflow: Choose routing path for form TEVFS

If sub-level routing is required for this form, select from the routing options below.

This form will route to this path AFTER it has routed to the traveler and traveler's supervisor.

Routing options:

- ☐ 05-0310-Purchasing (VPFO-Purchasing)
- ☐ 05-0311-Accounts Payable (VPFO-Accounts Payable)

Continue

Select supervisor:

You must now send this ProTrav - TEV, Fac/Stf transaction to a supervisor for approval.

Please choose the correct person to route this form to after you have approved the transaction from the following list by clicking on the button to the left, then click "Continue" below.

Supervisors for 05/0311/:

05/0311/22000

- ☐ JACOB BUTLER
- ☐ NOT LISTED

Continue

If the traveler creates/ initiates the TEV, the next ProTrav screen asks if the forms needs to route to “supervisor only” or “additional alternates then this supervisor”. Select the appropriate option and click the “Continue” button. If the “additional alternates then this supervisor” option is selected, see the Ad-Hoc/Alternate Routing section for additional instructions.

Workflow: Routing options

This transaction will route to **BUTLER, JACOB ROBERT.** Please choose if you would like to add ad-hocs routes to this transaction.

This transaction will still undergo post-supervisor routing if your Workflow administrator has set it up.

Route this transaction to:

- ☒ Supervisor only
- ☐ Additional alternates then this Supervisor

Continue

Once the routing is confirmed, the ProTrav application provides a final routing confirmation message.

Workflow:

Your transaction has been routed to the person (BUTLER, JACOB ROBERT) for approval. No additional steps are required by you.

If the traveler did not create/initiate the TEV (e.g. another individual creates the TEV and routes it to the traveler for approval) after the routing option is selected, ProTrav redirects to the UI Workflow System to specify and finalize routing options. From here, the available options are to: send to supervisor, send to supervisor and alternate approver, or to send to the alternate before sending to supervisor.

In most instances, the default option to send to the supervisor is appropriate. Any additional departmental approvers above the supervisor receive the form for review and approval thereafter. The traveler clicks the “Continue” button to verify the option and clicks the “Continue” button once more to finalize the routing option. The Workflow application provides a final confirmation screen once all necessary actions are completed.

Workflow Routing

Workflow for: ProTrav - TEV, Fac/Stf (Transaction 0112358)

This transaction was entered into Workflow on 02/16/2010

The Workflow Inbox displays this basic information: CLARK, FRANK | T0987654

[View the entire projected Workflow path for this form.](#)

WORKFLOW OPTIONS FOR: PROTRAV - TEV, FAC/STF (TRANSACTION 0112358)

You are viewing Approval options for this form. To view "Do Not Approve" options, click [here](#).

You are responsible for routing this form to its next step, using this application.

Please choose from the following options:

☒ Approve and send to the next approval level as listed here:

Employee ID	Name	Approval Level	Approval Type
1000000	BUTLER, JACOB R	SUBLEVEL	Required

☐ Approve and send to the next approval level plus someone from my alternates list.

(specify on next page)

☐ Approve and send to an alternate for intermediate approval.

(specify on next page)

Continue

6. Supervisor/Departmental Approval & Voucher Routing

Once all expenses and funding are reviewed, any corrections made, etc. the supervisor/departmental approver is able to provide final approval (if their approval is the final approval on the Workflow path) or continue routing this onto a higher approval level. If any comments need to be included with the voucher, use the Workflow comments text box and click the "Save Comments" button. Click the "Approve" button to route the voucher. If the voucher needs to be routed to another individual and returned to you, click the "Do Not Approve" button.

Voucher editor: TEV# T0998877

Below is a summary of this Travel Expense Voucher (TEV).

Workflow approver history:

Seq #	Received	Approver/Title	Approval	Routing	Y/N	Comments
1		JACOB BUTLER / PROGRAM ASSISTANT	Required	05/0311/	N	
0	Initiator	FRANK CLARK / CLERK IV	Required		Y	

The Department verifies that these expenses have been incurred as a part of official university business travel and that they have been reviewed and approved by the appropriate individual who has designated approval authority for this department and/or funding source (MFK). As a designated departmental "Approver" of expenses incurred in the name of The University of Iowa via this form, I understand that I am accepting a fiduciary responsibility to comply with all applicable institutional policies. It is my responsibility to examine all purchases and requests for payment along with required supporting documentation to determine if the charge is: for a valid business purpose and for the University's benefit.

Key to Y/N Column: (R) Requested Returned; (Y) Approved; (V) Voided; (N) Not Approved; (T) Tacit Approval

[View change history for this TEV](#)

Workflow comments:

Save Comments

APPROVE

DO NOT APPROVE

EXIT

Once the "Approve" or "Do Not Approve" button is clicked, the ProTrav application navigates to the UI Workflow system. If "Approve" was clicked, select to either "Finish Routing this Form" (the voucher then proceeds to the Accounts Payable office) or to "Approve and send to an alternate for approval". Follow the on-screen directions to route to an alternate approver. See the Alternate / Ad-Hoc Routing section if instructions are needed. If the "Do Not Approve" button is clicked, the ProTrav application navigates to the UI Workflow system, where the system asks for the next action to take (either Void the voucher or to send to another individual prior to your approval).

Workflow Routing
Workflow for: ProTrav - TEV, Fac/Stf (Transaction 0112358)

This transaction was entered into Workflow on 02/16/2010
The Workflow Inbox displays this basic information: CLARK, FRANK | T0998877
[View the entire projected Workflow path for this form.](#)

WORKFLOW OPTIONS FOR: PROTRAV - TEV, FAC/STF (TRANSACTION 0112358)

You are viewing all options for this form.
To view Approval options only, click [here](#). To view "Do Not Approve" options only, click [here](#).

You are responsible for routing this form to its next step, using this application.
Please choose from the following options:

☒ Approve and send to the next approval level as listed here:

Employee ID	Name	Approval Level	Approval Type
1111111	SANDLER, WALTER	DEPT	Required

☐ Approve and send to the next approval level plus someone from my alternates list.
(specify on next page)

☐ Approve and send to an alternate for intermediate approval.
(specify on next page)

☐ Do not approve; instead send to an alternate for approval, then return to me.
(specify on next page)

☐ Void this form, removing it completely from workflow.
You will be asked for further confirmation.

[Continue](#)

7. Alternate & Ad-Hoc Voucher Routing

If the Traveler Creates/Initiates the Voucher

When the traveler creates/initiates the voucher, the alternate or ad-hoc routing process takes place within the ProTrav application (see further below if the traveler did not create/initiate the voucher). If the appropriate supervisor wasn't present when selecting Workflow routing options and the "Not Listed" option is selected, the ProTrav application provides the ability to search for the supervisor. Enter either Employee ID or Last/First Name.

Select supervisor:

You must now send this ProTrav - TEV, Fac/Stf transaction to a supervisor for approval.

Please choose the correct person to route this form to after you have approved the transaction from the following list by clicking on the button to the left, then click "Continue" below.

Supervisors for 05/0311/:

05/0311/22000

☐ JACOB BUTLER

☐ NOT LISTED

[Continue](#)

Search for supervisor:

You are submitting your ProTrav - TEV, Fac/Stf form into UI Workflow for supervisory approval.

You have indicated that your supervisor did not appear on the list defined by your department's workflow administrator. Please enter information about your supervisor below to initiate a search:

Search employees

Employee ID:

Last name:

First name:

[Reset](#) [Continue](#)

The application searches for all University employees with the applicable criteria. (Note: If only last name is entered, all University employees with the last name entered are displayed). The search also displays the department for the employee to help ensure the correct individual is selected. Select the appropriate individual and click the "Continue" button.

Search for supervisor:

You are submitting your *ProTrav - TEV, Fac/Stf* form into UI Workflow for supervisory approval.

Please choose the desired supervisor from the following list. If you do not wish to choose one of the following employees, please use the form below to search for another employee.

Employee ID	Name	Department
<input type="radio"/> 1111111	BUTLER, SAMUEL Y	Prov-Admissions
<input type="radio"/> 2222222	BUTLER, CLARISSA	Gcsl-General Counsel
<input type="radio"/> 3333333	BUTLER, GREGORY	Sser-Iowa Memorial Union
<input type="radio"/> 4444444	BUTLER-KELLER, KELSEY	Claw-Law
<input type="radio"/> 5555555	BUTLER, KALIN	Uihc-Nursing Service
<input type="radio"/> 6666666	BUTLER, JACOB R	VPFO-Accounts Payable & Travel
<input type="radio"/> 7777777	BUTLER, ROGER	Cmed-Surgery

Search employees

Employee ID:

Last name:

First name:

Once the supervisor is selected, if no other alternates need to receive this voucher, select the “Supervisor only” option and click the “Continue” button. The ProTrav application provides a final confirmation message that the voucher is routed and no other action is required for the traveler. If additional individuals need to be included on the Workflow routing path, select the “additional alternates then this supervisor” option.

Workflow: Routing options

This transaction will route to **BUTLER, JACOB ROBERT.** Please choose if you would like to add ad-hocs routes to this transaction.

This transaction will still undergo post-supervisor routing if your Workflow administrator has set it up.

Route this transaction to:

☒ Supervisor only

☐ Additional alternates then this Supervisor

When choosing alternates, ProTrav displays a list of individuals already present on your alternate approvers list. If the correct individual(s) is listed, select the individual(s) and type of approval needed (view, permitted, or required) and click the “Continue” button.

Workflow: Choose alternates for this transaction

You have selected to route this transaction to alternate individuals. These individuals may be on your workflow alternate list or any employee of your choice for just this transaction.

Please select the specific individuals to whom you wish to route this form by clicking their boxes to the left of their names:

Select	Name	Approval Type
<input type="checkbox"/>	TAYLOR, CHAUNCEY	<input type="radio"/> View <input type="radio"/> Permitted <input checked="" type="radio"/> Required
<input checked="" type="checkbox"/>	BUTLER, JACOB R Supervisor	<input type="radio"/> View <input type="radio"/> Permitted <input checked="" type="radio"/> Required

[Continue](#)

Options:

[Refresh this panel](#)
[Route this transaction to person not on this list](#)
[Update your saved alternate list](#)

If the correct alternate is not listed, click the “Route this transaction to person not on this list” link from the right hand “Options” section. The ProTrav application provides the search fields, similar to when searching for a supervisor as described above. Select the appropriate individual then click the “Continue” button.

Search for supervisor:

You are submitting your ProTrav - TEV, Fac/Stf form into UI Workflow for supervisory approval.

Please choose the desired supervisor from the following list. If you do not wish to choose one of the following employees, please use the form below to search for another employee.

Employee ID	Name	Department
<input type="radio"/> 1111111	SANDLER, WALTER	Cpub-Occup & Environ Health
<input type="radio"/> 2222222	SANDLER, WENDY	Uihc-Joint Ofc-Patient Finsvc
<input type="radio"/> 3333333	SANDLER, WILLIAM	Uihc-Nursing Service

[Reset](#) [Continue](#)

Search employees

Employee ID:

Last name:

First name:

[Reset](#) [Continue](#)

Once the alternate ProTrav provides a final confirmation of the individual(s) to receive the voucher in Workflow.
If the Traveler Does Not Create/Initiate the Voucher

If the traveler doesn’t create or initiate the voucher; or if a supervisor/departmental approver needs to alternate or ad-hoc route the voucher, ProTrav goes out to the Workflow system to select routing options. To designate or include an alternate approver, select either the “Approve and send to the next approval level plus someone from my alternates list”, “Approve and send to an alternate for intermediate approval”, or “Do not approve, instead send to an alternate for approval, then return to me”

Workflow Routing

Workflow for: ProTrav - TEV, Fac/Stf (Transaction 0112358)

This transaction was entered into Workflow on 02/16/2010

The Workflow Inbox displays this basic information: CLARK, FRANK | T0998877

[View the entire projected Workflow path for this form.](#)

➔ WORKFLOW OPTIONS FOR: PROTRAV - TEV, FAC/STF (TRANSACTION 0112358)

You are viewing all options for this form.

To view Approval options only, click [here](#). To view "Do Not Approve" options only, click [here](#).

You are responsible for routing this form to its next step, using this application.

Please choose from the following options:

☒ Approve and send to the next approval level as listed here:

Employee ID	Name	Approval Level	Approval Type
6666666	BUTLER, JACOB ROBERT	SUBLEVEL	Required

☐ Approve and send to the next approval level plus someone from my alternates list.

(specify on next page)

☐ Approve and send to an alternate for intermediate approval.

(specify on next page)

☐ Do not approve; instead send to an alternate for approval, then return to me.

(specify on next page)

☐ Void this form, removing it completely from workflow.

You will be asked for further confirmation.

Continue

If the alternate individual to receive the voucher is already on your alternate list, select the individual and type of approval requested and then click the "Continue" button.

Select Alternates for Workflow Routing



SANDLER, WALTER R was added to your alternates list and has automatically been selected as a required alternate on this page.

➔ SELECT ALTERNATE APPROVERS FOR: PROTRAV - TEV, FAC/STF (TRANSACTION)

This transaction was entered into Workflow on 02/16/2010

The Workflow Inbox displays this basic information: CLARK, FRANK | T0987654

[View the entire projected Workflow path for this form.](#)

You have selected to route this form to individuals outside the workflow path. Please select the specific individuals to whom you wish to route this form by clicking their boxes to the left of their names.

Add New Workflow Alternate

NAME

☒ SANDLER, WALTER R

EMAIL



TYPE OF APPROVAL REQUESTED

☐ View ☐ Permitted ☒ Required

Continue

If the alternate is not listed, click the "Add New Workflow Alternate" button and follow the on screen prompts to select an alternate.

"Alternates" for Ad Hoc Approval

Search for Alternate

Please select the Employee to add to your Ad Hoc Approval List

Employee ID:

Last Name:

First Name:

Verify the correct person is listed and click "process request" to add this person to your alternate/ad-hoc list.

"Alternates" for Ad Hoc Approval

Add Alternate

You are selecting 1111111 / SANDLER, WALTER K to your Ad Hoc Authorization List:

Click to store this employee on your ad hoc list:

The updated alternates list displays with the individual you specified automatically selected as a required approver. Select the type of approval needed and click the "Continue" button.

Select Alternates for Workflow Routing



SANDLER, WALTER R was added to your alternates list and has automatically been selected as a required alternate on this page.

SELECT ALTERNATE APPROVERS FOR: PROTRAV - TEV, FAC/STF (TRANSACTION)

This transaction was entered into Workflow on 02/16/2010

The Workflow Inbox displays this basic information: CLARK, FRANK | T0987654

[View the entire projected Workflow path for this form.](#)

You have selected to route this form to individuals outside the workflow path. Please select the specific individuals to whom you wish to route this form by clicking their boxes to the left of their names.

NAME	EMAIL	TYPE OF APPROVAL REQUESTED
<input checked="" type="checkbox"/> SANDLER, WALTER R		<input type="radio"/> View <input type="radio"/> Permitted <input checked="" type="radio"/> Required

A final confirmation screen displays and the form will route through Workflow as specified.

8. Voiding a Travel Expense Voucher in Workflow

A form should **never** be voided simply because expenses need to be added, modified, or deleted. A TEV should **only** be voided if the reimbursement request is being denied and will never be processed. If a TEV needs to be voided, enter an explanation in the Workflow comments section and click the “Save Comments” button. Then click the “Do Not Approve” button to proceed to the Workflow system to complete the void process.

Voucher editor: TEV# T0998877

Below is a summary of this Travel Expense Voucher (TEV).

Workflow approver history:

Seq #	Received	Approver/Title	Approval	Routing	Y/N	Comments
1		JACOB BUTLER / PROGRAM ASSISTANT	Required	05/0311/	N	
0	Initiator	FRANK CLARK / CLERK IV	Required		Y	

The Department verifies that these expenses have been incurred as a part of official university business travel and that they have been reviewed and approved by the appropriate individual who has designated approval authority for this department and/or funding source (MPK). As a designated departmental "Approver" of expenses incurred in the name of The University of Iowa via this form, I understand that I am accepting a fiduciary responsibility to comply with all applicable institutional policies. It is my responsibility to examine all purchases and requests for payment along with required supporting documentation to determine if the charge is: for a valid business purpose and for the University's benefit.

Key to Y/N Column: (R) Requested Returned; (Y) Approved; (V) Voided; (N) Not Approved; (T) Tacit Approval

[View change history for this TEV](#)

Workflow comments:

Select the “Void this form, removing it completely from workflow” option and click the “Continue” button.

Workflow Routing

Workflow for: ProTrav - TEV, Fac/Stf (Transaction 0112358)

This transaction was entered into Workflow on 02/16/2010
The Workflow Inbox displays this basic information: CLARK, FRANK | T0998877
[View the entire projected Workflow path for this form.](#)

WORKFLOW OPTIONS FOR: PROTRAV - TEV, FAC/STF (TRANSACTION 0112358)

You are viewing all options for this form.
To view Approval options only, click [here](#). To view "Do Not Approve" options only, click [here](#).

You are responsible for routing this form to its next step, using this application.
Please choose from the following options:

☒ Approve and send to the next approval level as listed here:

Employee ID	Name	Approval Level	Approval Type
1111111	SANDLER, WALTER	DEPT	Required

☐ Approve and send to the next approval level plus someone from my alternates list.
(specify on next page)

☐ Approve and send to an alternate for intermediate approval.
(specify on next page)

☐ Do not approve; instead send to an alternate for approval, then return to me.
(specify on next page)

☐ Void this form, removing it completely from workflow.
You will be asked for further confirmation.

The next screen requests a reason for the void and to confirm the action. Once the “Confirm” button is clicked, the voucher is voided and is no longer able to be approved or routed. In the rare instance that a voucher is voided in error and needs to be restored to a non-void status, email ProTrav@uiowa.edu with the voucher number and reason for the request. A final screen confirms the void action is complete.

Void a Workflow Form

You have chosen to void this form.

This action is permanent and irreversible and will render this form invalid. This form will be marked as "VOID" and will be removed from workflow. No further action of any sort will be available for this form.

Please select a reason for this void:

Once you have selected a reason, please click "Confirm" below to confirm or click [here](#) to cancel.