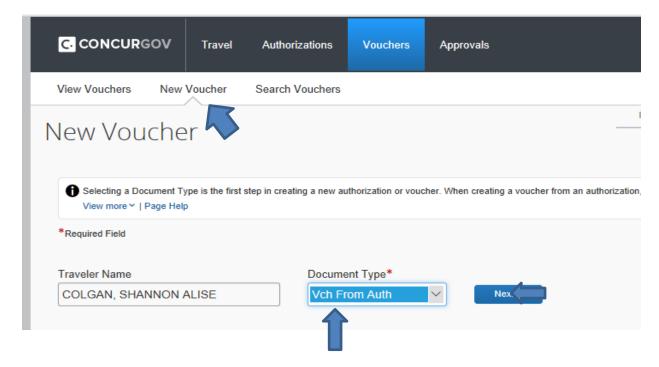# Create a New Voucher

Click on New Voucher

Choose Vch from Auth in Drop Down.

Click Next
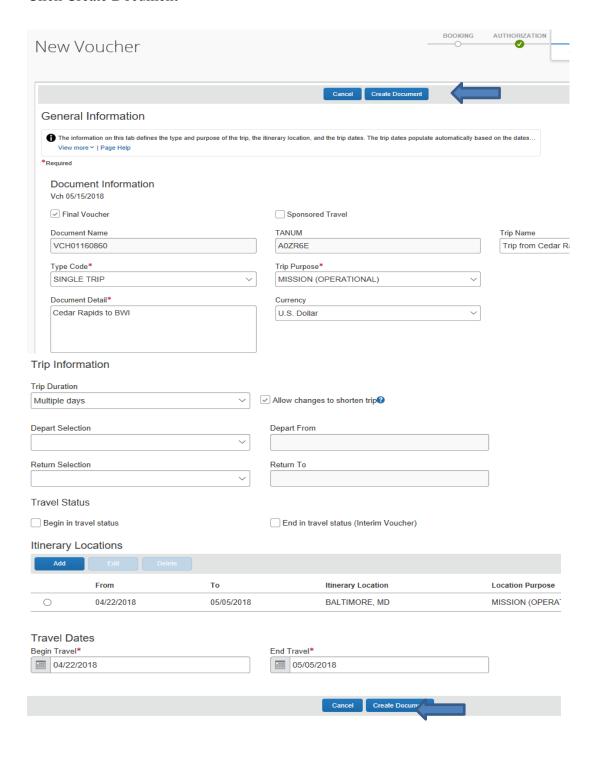

New Window will pop up with Available Authorizations
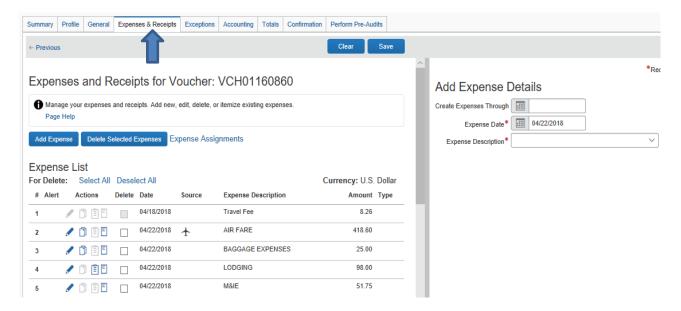Select the appropriate authorization button
Click Select

New Voucher, <u>General Tab</u> will appear
This is where you would make changes to dates if early return, or change of TDY, etc.
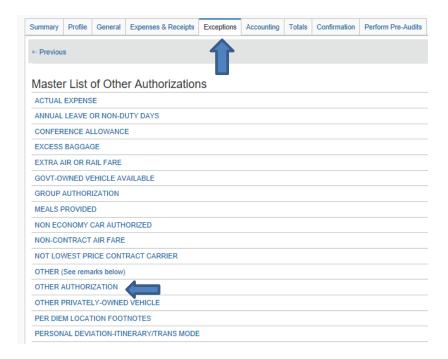Please make necessary changes, once information is correct
Click Create Document

New Voucher

BOOKING   AUTHORIZATION

Cancel   **Create Document**

General Information

ⓘ The information on this tab defines the type and purpose of the trip, the itinerary location, and the trip dates. The trip dates populate automatically based on the dates…
View more ⌄ | Page Help

*Required

Document Information
Vch 05/15/2018

☑ Final Voucher   ☐ Sponsored Travel

Document Name	TANUM	Trip Name
VCH01160860	A0ZR6E	Trip from Cedar Ra

Type Code*	Trip Purpose*
SINGLE TRIP	MISSION (OPERATIONAL)

Document Detail*	Currency
Cedar Rapids to BWI	U.S. Dollar

Trip Information

Trip Duration
Multiple days   ☑ Allow changes to shorten trip❓

Depart Selection	Depart From

Return Selection	Return To

Travel Status

☐ Begin in travel status   ☐ End in travel status (Interim Voucher)

Itinerary Locations

Add   Edit   Delete

	From	To	Itinerary Location	Location Purpose
○	04/22/2018	05/05/2018	BALTIMORE, MD	MISSION (OPERAT

Travel Dates
Begin Travel*	End Travel*
04/22/2018	05/05/2018

Cancel   **Create Docum**

Tab will appear across the screen. Go to the Expenses and Receipts Tab.
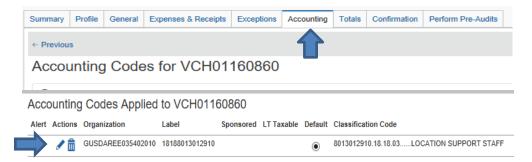Add/Delete Expenses or change the amounts as needed
Verify payment method

Move to Exceptions Tab
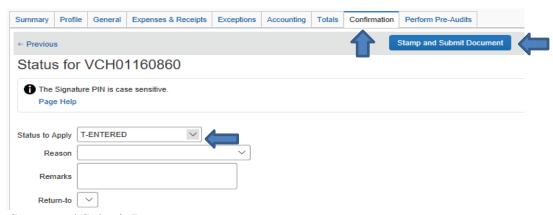If lodging was reserved outside of Concur/BCD, then provide justification in Other Authorization

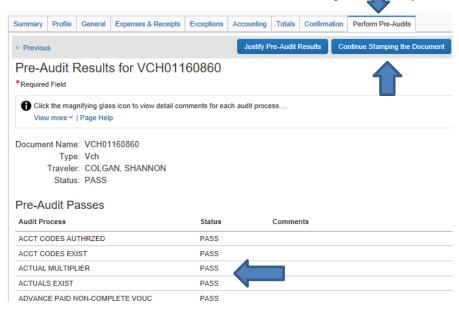Move to Accounting Tab and verify the correct accounting is used

Move to the Confirmation Tab and stamp T-ENTERED when creating a voucher for someone else.

Stamp and Submit Document
You will be asked to review Perform Pre-Audit flags and justify if necessary.

Continue Stamping and Close Post Stamping Document