VE5
Request for Travel Authorization (RTA)

Travel Polices or Procedures Questions –

Email: disbursements.travel@utsa.edu or call (210) 458-4213

DEFINE Access or Routing Questions –
Contact: Management Reporting and Administrative Services –
DEFINE Support (www.utsa.edu/financialaffairs/mras/contact.html)
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VE5 - REQUEST FOR TRAVEL AUTHORIZATION

PURPOSE
The VE5 is a Request for Travel Authorization (RTA), and it is used to authorize travel for employees who are traveling for UTSA business and to authorize and encumber total travel cost. An RTA is not required for travel within the traveler’s designated headquarters. See the Travel Reimbursement Financial Management Operational Guideline (FMOG) for more information http://www.utsa.edu/financialaffairs/opguidelines/0109.html.

BEFORE YOU START
It is important that you understand UTSA travel rules and regulations before preparing this document.

You will need to know the following information:

- Traveler’s name and Electronic Identification (EID) number
- Dates of Travel
- Destination
- Purpose and benefit of trip
- Disposition of duties while traveling
- Total travel cost to encumber and account number to be charged, if applicable.

NOTE: If there will be expenses associated with the trip charged to UTSA, then the total anticipated travel cost and at least one account number is required, regardless of the dollar amount and method of payment.

HOW TO USE
The VE5 is organized in 6 parts:

1. Cover Sheet: Required
2. Destination Code: Required
3. Purpose of Travel: Required
4. Washington DC Travel: Optional - only when traveling to Washington D.C.
5. Account Information: Optional – only when there are anticipated expenses associated with the trip.

NOTE: See section for details when the trip will not incur any expense.

6. Define Codes (optional): Not required. This section is not used at UTSA.
## VE5 – COVER SHEET

`>>Enter additional information or enter an ACTION.<<`

**DEFINE REQUEST FOR TRAVEL AUTHORIZATION – VE5 Year 08 09**

Command: VE5  Account:______________  Misc:_________  Month: JUL

=============================================================================
Status:                    -  COVER SHEET-  Document ID:_____________
Action:_____  Summary:_________________________________________________________
Created: 07/03/09 by KBJEF
Format: Template:  Process Date:__________________________________________
Travel Dates:  Begin:_______ End:__________  Voucher Date:_________ DTN:________
RTA Nbr: __________________________  Designated HQ: __________________________
VID Number:  UT EID: ________  MC: _____  Name:__________________________________
Traveler Type: __  Title: ____________________

### SECTIONS:

<table>
<thead>
<tr>
<th>__1</th>
<th>Destination Code</th>
<th>Locale</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>__2</td>
<td>Purpose of Travel:</td>
<td>__</td>
<td>+</td>
</tr>
<tr>
<td></td>
<td>Benefits to UT:</td>
<td>___</td>
<td>+</td>
</tr>
<tr>
<td></td>
<td>Disposition of Duties:</td>
<td>___</td>
<td>+</td>
</tr>
<tr>
<td>__W</td>
<td>Washington DC Travel:</td>
<td>__</td>
<td>+</td>
</tr>
<tr>
<td>__3</td>
<td>Account Information</td>
<td>No Cost to UT:</td>
<td>__</td>
</tr>
<tr>
<td>__4</td>
<td>Define Codes (Optional)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

--3 UT San An ------F1=Options --------F8=Exit 07/03/09 03:30 PM –

### Instructions:

1. To create a VE5, enter **NEW** in the **Action** field, tab to the **Format** field, enter **01**, and press **ENTER**.
   - The document Status will become CREATED and a Document ID number will be assigned.
   - The Summary line will indicate DOCUMENT IN PROGRESS
   - The Voucher Date will default to the current date
   - An RTA Number (Request Travel Authorization) will be assigned and the Designated HQ will automatically fill in, however this field can be updated.

2. Tab to the **Travel Dates Begin** and **End** field, enter the departure/return dates in MMDDYY format (071409) for this trip and press **ENTER** to update the information.
### VE5 – COVER SHEET

>>Enter additional information or enter an ACTION.<<

*DEFINE REQUEST FOR TRAVEL AUTHORIZATION – VE5 Year 08 09

Command: VE5  Account:______________  Misc:______________  Month: JUL

========================================================================

Status: CREATED  -COVER SHEET-  Document ID: V3VE5998912

Action: NEW  Summary: DOCUMENT IN PROGRESS

Created: 07/03/09 by KBJEF– FROST, JACK E  
Format: 01  Template:  
Process Date:  
Travel Dates: Begin: 071409  End: 071709  Voucher Date: 070309  DTN: ________

RTA Nbr: TV04001153  Designated HQ: UTSA

VID Number: UT EID: ________  MC: _____  Name: __________

Traveler Type: __  Title: ____________________

**SECTIONS:**

<table>
<thead>
<tr>
<th>1</th>
<th>Destination Code</th>
<th>Locale</th>
<th>Description</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>2</th>
<th>Purpose of Travel:</th>
<th>+</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Benefits to UT:</td>
<td>+</td>
</tr>
<tr>
<td></td>
<td>Disposition of Duties:</td>
<td>+</td>
</tr>
</tbody>
</table>

| W | Washington DC Travel: | + |

<table>
<thead>
<tr>
<th>3</th>
<th>Account Information</th>
<th>No Cost to UT:</th>
</tr>
</thead>
</table>

| 4 | Define Codes (Optional) |

3. Tab to the **VID Number** (Vendor Identification) field and enter the traveler’s Electronic Identification (EID) number.

4. If you do not have the EID, you can access the Vendor Identification (VID) help screen by entering a question mark (?) in the **VID Number** field. See the VID help pop-up window example on the next page.
VE5 – COVER SHEET

5. Tab to the Name from field, enter the vendor’s last name and first name. You must insert a space between the comma and the traveler’s first name. Press ENTER.

   EXAMPLE: Last Name, First Name

6. Once you have located the VID that you’re requesting, tab to the field left of the traveler’s name and enter A (Addresses) and press ENTER. A list of addresses for the traveler appears.

   Pop-up window

   >> Press ENTER to page forward <<
   Selection: __
   List Entities by,
   Name from:  White, Snow
   ID from: ________________________
   Expand Display to show ‘A’dresses, ‘N’ames
   'I'dentifiers, or ‘P'ointers
   Name                  ID Type: UN          Vendor EID:
   1 A  White, Snow   217534445556      white64
   2 ___ Wilson, Alice     21148129999        aw222
   3 ___ Wise, Rick        21317678888        rw646
   4 ___ Withers, Betty   21507887777        bw448
   5 ___ Witt, Terry       21870916666        tw688
   Press CLEAR to exit

   >> End of list; ENTER to scroll forward, CLEAR to exit listing <<
   ACTIVE addresses for: White, Snow
   ID: white64
   Starting Mail code: ____
   Inactive Addresses only: ____

   To select an address/mail code mark with an X
   Address                  City                  St       Zip       Mail Code
   1 X  1800 Forrest Trl  SAN ANTONIO     TX       78249212904   000
   2 ___ **Direct Deposit**

   Press CLEAR to exit

7. If the traveler’s VID doesn’t exist use Command GGV to request/setup a new Vendor ID or contact disbursements.travel@utsa.edu or call ext. 4836 if you would like to correct existing information to an existing vendor.

8. Tab to the appropriate address for the traveler, enter an X in the field to the left of the address and press ENTER. A pop-up appears prompting you to select a job title for this traveler.

   >> End of list; ENTER to scroll forward, CLEAR to exit listing <<
   ACTIVE addresses for: White, Snow
   ID: white64
   Starting Mail code: ____
   Inactive Addresses only: ____

   To select an address/mail code mark with an X
   Address                  City                  St       Zip       Mail Code
   1 X  1800 Forrest Trl  SAN ANTONIO     TX       78249212904   000
   2 ___ **Direct Deposit**

   Press CLEAR to exit

9. If the traveler has more than one title, select the title that applies to the travel. Once selected, the screen will return to the VE5 Cover Sheet with the title and complete VID number is prefilled.
10. Tab to **Traveler Type** field and enter one of the following codes:
   - (E) Employee – someone who is employed at UTSA
     
     **NOTE:** If the traveler is an employee, the system will default to Traveler Type E.
   - (S) Student – student travel will continue with paper

   **NOTE:** A Traveler Type code is a 1-letter code that identifies the traveler.

---

**VE5 – COVER SHEET**

**SECTION 1** Destination Code  Locale  Description

**SECTION 2** Purpose of Travel:  Benefits to UT:  Disposition of Duties:

**SECTION W** Washington DC Travel:  +

**SECTION 3** Account Information  No Cost to UT:  +

**SECTION 4** Define Codes (Optional)

--3 UT San An -----F1=Options -------F8=Exit -------------07/03/09  03:30 PM –

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**NOTES:**

___________________________________________________________________________________________________

___________________________________________________________________________________________________

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___________________________________________________________________________________________________

___________________________________________________________________________________________________

___________________________________________________________________________________________________

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VE5 - DESTINATION CODE

1. Tab to the Destination Code field and enter the 5-letter code (required). If you do not know the code, enter a question mark (?) in this field and press ENTER to see a list of available codes.

**NOTE:** Destination codes consist of 5 letters. The first 2 letters are the state postal code and the next 3 letters represent the city.

2. To view a list of city codes in the U.S., tab to the List City by Codes from field, enter a 2-letter state postal code and press ENTER. You may also search by county names.

3. To view a list of city codes outside the U.S., tab to the Mark to See Foreign Countries field, enter an X, and press ENTER. *The foreign destination codes are listed in alphabetical order.*

**NOTE:** The Foreign Countries section should also be marked to view cities in Alaska, Mexico, Hawaii, and Canada.
4. Once you have located your destination code, enter the selection number in the Selection field and press ENTER. The VE5 Cover Sheet screen appears with the destination code field completed.

5. If the city or country that you are requesting is not listed, you can add a city by requesting a new code for the destination list, press F2 while viewing the list of city codes. A window appears prompting you to enter your requested city information.

6. Enter the city information and press ENTER. These codes are created daily. You should receive a *TXMAIL message the next day notifying you of the setup.

7. If there are more than 2 destinations, enter X next to 1- Destination Code section and press ENTER. A window appears to allow more destinations.

<table>
<thead>
<tr>
<th><em>X</em> 1</th>
<th>Destination Code</th>
<th>Locale</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CABAR</td>
<td>O</td>
<td>BARSTOW, CA</td>
<td></td>
</tr>
<tr>
<td>CABER</td>
<td>O</td>
<td>BERKELEY, CA</td>
<td></td>
</tr>
</tbody>
</table>

_W Washington DC Travel: +

<table>
<thead>
<tr>
<th>_2</th>
<th>Purpose of Travel:</th>
<th>Benefits to UT:</th>
<th>Disposition of Duties:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>+</td>
<td>+</td>
<td>+</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>_3</th>
<th>Account Information</th>
<th>No Cost to UT:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>_4</th>
<th>Define Codes (Optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please fill in as much information as possible to add the city to the destination code table.

City: _________________________
County: _________________________
State: _________________________
Country: _________________________

Press enter to add or 'CLEAR' to cancel request

>>Enter additional information or enter an ACTION.<<

*DEFINE REQUEST FOR TRAVEL AUTHORIZATION – VE5 Year: 08 09
Command: VE5 Account: Misc: Month: JUL
=============================================================================
Status: CREATED -COVER SHEET- Document ID: V3VE5998912
Action: _NEW_ Summary: 071409 – White, Snow – Barstow, CA
Created: 07/03/09 by KBJEF – FROST, JACK E
Format: 01 Template: Process Date: 07/03/09 03:30 PM –
Travel Dates: Begin: 071409 End: 071709 Voucher Date: 070309 DTN:________
RTA Nbr: TV04001153 Designated HQ: UTSA
VID Number: UT EID: white64 MC: 002 Name: White, Snow
Traveler Type: E Title: Professor

SECTIONS:

--3 UT San An ------F1=Options --------F8=Exit -----------07/03/09 03:30 PM –
8. If there are more than ten destinations for the trip, it is suggested that you enter the ten most central destinations.  

**EXAMPLE:** It is not necessary to list all of the possible destinations within the Washington, DC area. If however, the additional destinations are not within a nearby area, you may add them in NOTES. To attach a note to a document, type NOT in the Action field and press ENTER. Type your message and press ENTER to return to the cover sheet.

### DESTINATION SUMMARY

<table>
<thead>
<tr>
<th>Destination Code</th>
<th>Locale Code</th>
<th>Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>CABAR</td>
<td>O</td>
<td>BARSTOW, CA</td>
</tr>
<tr>
<td>CABER</td>
<td>O</td>
<td>BERKELEY, CA</td>
</tr>
<tr>
<td>DCWAS</td>
<td>O</td>
<td>WASHINGTON, DC</td>
</tr>
</tbody>
</table>

**NOTES:**

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
VE5 - PURPOSE OF TRAVEL

1. Enter the appropriate code in the field **Purpose of Travel**, **Benefits to UT** and **Disposition of Duties** fields. If you do not know the required code, enter a question mark (?) in the field and press ENTER to see a list of available codes.

2. If destination code DCWAS (Washington, DC) is entered, the **Purpose of Travel** field will default to a generic code of 40 (Travel to Washington, DC).

**NOTE:** If the **Purpose of Travel** is for a meeting or conference (Purpose Code 01), additional information will be required in the additional comments field (i.e. moreable field (+)) for **Purpose of Travel** and **Benefit to UT**. The additional information should include the business purpose, benefit, and how many others will be attending the same function.

**Purpose of Travel Codes:**

<table>
<thead>
<tr>
<th>Select Nbr:</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>01</td>
<td>Attend meeting, conference, etc.</td>
</tr>
<tr>
<td>02</td>
<td>02</td>
<td>Conduct lecture or teach course.</td>
</tr>
<tr>
<td>03</td>
<td>03</td>
<td>Perform research activities.</td>
</tr>
<tr>
<td>04</td>
<td>04</td>
<td>Participate or officiate in an event</td>
</tr>
<tr>
<td>05</td>
<td>05</td>
<td>Recruit prospective employee or student</td>
</tr>
<tr>
<td>06</td>
<td>06</td>
<td>Site or field visit.</td>
</tr>
<tr>
<td>07</td>
<td>07</td>
<td>Serve as expert witness.</td>
</tr>
<tr>
<td>08</td>
<td>08</td>
<td>Present original research paper.</td>
</tr>
<tr>
<td>09</td>
<td>09</td>
<td>Fundraising.</td>
</tr>
<tr>
<td>10</td>
<td>10</td>
<td>Negotiate a contract.</td>
</tr>
</tbody>
</table>

**Benefits to UT Codes:**

<table>
<thead>
<tr>
<th>Select Nbr:</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>01</td>
<td>Help accomplish research objectives.</td>
</tr>
<tr>
<td>02</td>
<td>02</td>
<td>Help fulfill contract provisions.</td>
</tr>
<tr>
<td>03</td>
<td>03</td>
<td>Enhance grad/undergrad curriculum.</td>
</tr>
<tr>
<td>04</td>
<td>04</td>
<td>Enhance performance of job duties.</td>
</tr>
<tr>
<td>05</td>
<td>05</td>
<td>Enhance university operations.</td>
</tr>
<tr>
<td>06</td>
<td>06</td>
<td>Enhance reputation of the University.</td>
</tr>
<tr>
<td>07</td>
<td>07</td>
<td>Raise funds for faculty/student support.</td>
</tr>
<tr>
<td>99</td>
<td>99</td>
<td>Other (Specify in moreable)</td>
</tr>
</tbody>
</table>

**Disposition of Duties Code:**

<table>
<thead>
<tr>
<th>Select Nbr:</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>01</td>
<td>No classes missed.</td>
</tr>
<tr>
<td>02</td>
<td>02</td>
<td>Duties assumed by colleagues or staff.</td>
</tr>
<tr>
<td>03</td>
<td>03</td>
<td>Duties require travel.</td>
</tr>
<tr>
<td>04</td>
<td>04</td>
<td>Duties held until return.</td>
</tr>
<tr>
<td>99</td>
<td>99</td>
<td>Other (Specify in moreable)</td>
</tr>
</tbody>
</table>
3. Enter the name of the meeting, conference, seminar, research paper in the Description field of the Purpose of Travel section (required). To enter the description, you must type the name of the meeting, conference, seminars and research papers in the additional comments field, also known as the Moreable field (+).

4. Tab to the Description field and enter an X over the plus sign (+) (also known as the Moreable field) and press ENTER, or you can space through the + and press ENTER. A window appears allowing you to enter details.

5. If more than one purpose, benefit or disposition of duties is needed, enter X next to the 2 - Purpose of Travel section and press ENTER. A window appears to allow more codes.
VE5 - Request for Travel Authorization (RTA)

1. If destination code **DCWAS** (Washington D.C.) is entered, the **W - Washington DC Travel** section must be completed.

```plaintext
>>Enter additional information or enter an ACTION<<
*DEFINE REQUEST FOR TRAVEL AUTHORIZATION – VE5 Year: 08 09
Command: VE5 Account:______________ Misc:_________                Month: JUL
============================================================================= Status: CREATED                   - COVER SHEET -                  Document ID: V3VE5998912
Action: NEW                     Summary: DOCUMENT IN PROGRESS
                                              Created: 07/03/09 by KBJEF – FROST, JACK E
                                              Process Date: Travel Dates: Begin: 071409, End: 071709, Voucher Date: 070309, DTN:________
                                             VID Number: UT EID: white64  MC: 002  Name: White, Snow
                                             Designated HQ: UTSA
                                             Format:   01     Template:   Process Date:
                                             Travel Dates:  Begin: 071409  End:_071709  Voucher Date: 070309  DTN:________
                                             RTA Nbr: TV04001153   Designated HQ:  UTSA
                                             VID Number:  UT EID: white64  MC: 002  Name:  White, Snow
                                             Traveler Type: E   Title: Professor

SECTIONS:
__ 1 Destination Code  Locale  Description
DCWAS   O  Washington, DC

__ 2 Purpose of Travel:
   Benefits to UT: __       +
   Disposition of Duties: __       +
   Travel to Washington, DC +

__ X W Washington DC Travel: +

__ 3 Account Information  No Cost to UT: __

__ 4 Define Codes (Optional)
--3 UT San An ------F1=Options --------F8=Exit -------------07/03/09 03:30 PM –
```

2. Enter an **X** next to **W** and press **ENTER**. The **WASHINGTON, DC TRAVEL INFORMATION** screen appears.
3. Enter a purpose code (required) for the trip to Washington DC. To view the list of available codes enter a question mark (?) in the Purpose field and press ENTER.

### Purpose Codes for Wash, DC travel

<table>
<thead>
<tr>
<th>Select Nbr:</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>41</td>
<td>Federal congressional testimony.</td>
</tr>
<tr>
<td>42</td>
<td>Federal congressional visit.</td>
</tr>
<tr>
<td>43</td>
<td>Agency visit (general).</td>
</tr>
<tr>
<td>44</td>
<td>Agency visit (grant follow-up).</td>
</tr>
<tr>
<td>45</td>
<td>Public interest grp or prof assoc mtg.</td>
</tr>
<tr>
<td>99</td>
<td>Other (Specify in moreable)</td>
</tr>
</tbody>
</table>

4. After selecting the appropriate purpose code, provide detailed information about the scheduled visits, such as the travel dates, the name of the person the traveler is going to see, and the name of the organization.

5. Enter any additional comments in the moreable field (+).

6. Once you have completed the Washington DC Travel section, press ENTER to return to the Cover Sheet screen and proceed to section 3 – Account Information.

**NOTES:**

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VE5 - ACCOUNT INFORMATION

1. If there will be no expense to UTSA for this travel, enter an X to the right of the No Cost to UT field and press ENTER.

   If there will be expenses to UTSA, enter an X next to the 3 – Account Information section and press ENTER. The ACCOUNT INFORMATION screen appears.

2. Enter at least one account number for estimate of travel expenses in the Account field.

   NOTE: You have the option of listing up to 5 accounts with corresponding amounts to be charged. All accounts must belong to the same master view.
4. Enter the approximate amount that will be charged to each account in the **Amount** field, regardless of how the travel expenses will be paid (i.e. out-of-pocket, travel advance and/or Corporate Liability Individual Billed Account (CLIBA) card).

   **NOTE:** These amounts will be encumbered (set aside for future payments of goods or services) until the vendor and/or traveler is paid in full. DTS will disencumber the amounts accordingly.

5. Enter a breakdown of the approximate expenditures by meals, lodging, transportation and other in the **Optional Expenditure Breakdown** field. The total amount for all accounts must equal the total amount under the expenditure breakdown section.

```
>>Make updates or Press ENTER to return<<
ACCOUNT INFORMATION

Document ID: V3VE5998912  Section: 3 of 04

<table>
<thead>
<tr>
<th>NO COST TO UT:</th>
<th>UT Bill</th>
<th>Dept Encumber</th>
<th>Object Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1970009975</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>350.00</td>
</tr>
<tr>
<td></td>
<td>—</td>
<td>—</td>
<td>—</td>
<td></td>
</tr>
<tr>
<td></td>
<td>—</td>
<td>—</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>—</td>
<td>—</td>
<td>—</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td>350.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OPTIONAL EXPENDITURE BREAKDOWN</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEALS</td>
</tr>
<tr>
<td>LODGING</td>
</tr>
<tr>
<td>TRANSPORTATION</td>
</tr>
<tr>
<td>OTHER</td>
</tr>
<tr>
<td>TOTAL</td>
</tr>
</tbody>
</table>
```
VE5 - APPROVAL

1. After you have completed all the required fields, enter APP in the **Action** field and press **ENTER**. *The document is checked for valid entries and, if correct, it will route to the employee’s supervisor.*

2. The status line will now read **Pending** or **Proposed**.

   **NOTE:** The message at the top of the screen shows where the document went. If there are errors detected, the document will not be forwarded and the error message will explain what needs to be corrected.

3. When the document reaches final approval, you will receive an automatic notification copy in your YB2 in-box. The document status line will read **APPROVED/FYI**. To discard the FYI copy, enter **DIS** in the **Action** field and press **ENTER**.

   **Helpful Tips for Electronic Documents**

1. **ROU – Routing:** To check the Routing for a document, enter **ROU** in the **Action** field and press **ENTER**.
   - **ROU** allows you to view the routing history of a document.
   - **ROU** shows who created the document and when, who has approved it, the document’s current location and if anyone received information copies.
   - Anyone who can access a document may use action ROU at any time.

2. **REC – Recall:** To recall a document, enter **REC** in the **Action** field and press **ENTER**.
   - **REC** recalls a document from its current desk and returns it to the recaller’s inbox.
   - Creators may recall a document and sometimes must give a reason for their action.
   - The document must be on the screen before it can be recalled.
   - **REC** changes the status field on the cover sheet and allows the recaller to make changes or delete the document.
   - When a document has received final approval and the status is APPROVED, it cannot be recalled.

3. **NOT – Notes:** To attach a note to the document, enter **NOT** in the **Action** field and press **ENTER**.
   - **NOT** allows you to enter or read informal instructions or special comments.
   - These notes are not generally considered an official part of the document.
   - The date and name of the person who enters the notes are automatically saved with the remarks.
   - Once notes are entered, they cannot be erased.

4. **FYA – For Your Approval:** To forward a document for approval, enter **FYA** in the **Action** field and press **ENTER**. *A pop-up window appears and you must enter the logon ID (KBXXX) of the approver.*
   - **FYA** allows you to route the document to a person or desk not ordinarily in the document routing path.
   - It is especially useful for approvals needed on an exceptional basis.
   - After a person approves an FYA document that has been forwarded to them, the document is routed to the next desk set up in the original routing sequence.

5. **FYI – For Your Information:** To send an information copy of a document, enter **FYI** in the **Action** field and press **ENTER**. *A pop-up window appears and you must enter the logon ID of the person(s) you want to receive the information copy.*
   - To remove a FYI copy from your electronic inbox (YB2), access the document, enter **DIS** in the **Action** field and press **ENTER**. *The document will be discarded from your inbox.*
   - **FYI** allows you to send an information copy of a document to 3 logon ID’s or to a desk.
   - The people you send the information copy to do not have to be authorized to view the contents of the document. They’re not allowed to change document data.
Anyone who can access a document may send an information copy at any time. The document can be in any status, from created to approved.

6. **VER – Verify**: To verify if your document is correct, enter **VER** in the **Action** field and press **ENTER**.
   - VER allows you to verify the accuracy of the data contained in a document.
   - If the document has bad or incomplete data, you will get a screen listing corrections necessary to approve the document.
   - You may verify document data at any time.

7. **DEL- Delete**: To delete a document, enter **DEL** in the **Action** field and press **ENTER**.
   - Only the creator of the document can use this action.
   - If the creator has already approved the document, it must be recalled first before deleting.

8. **DIS – Discard**: To discard an information copy, enter **DIS** in the **Action** field and press **ENTER**.
   - DIS is a document action used to discard an information copy from the inbox (YB2).
   - Only people who receive an information or notification copy of a document may discard it.
   - The copy is not tied to a desk/view.
   - Use this action when you have finished viewing the document and want to remove it from your inbox.

**Help for the Traveler**

There are various products available to help the traveler with out-of-pocket expenses.

- If your department has a Central Liability Individual Billed Account (CLIBA) card with Citibank, lodging, transportation, airfare, parking/tolls, registration and other expenses can be billed to this card. See the Travel Cards FMOG for more information [http://www.utsa.edu/financialaffairs/opguidelines/0111.html](http://www.utsa.edu/financialaffairs/opguidelines/0111.html)
- You can request a travel advance to pay for meals and incidental expenses (M&IE), lodging, transportation, airfare, parking/tolls, registration, and other expenses. Also, the travel advance can be issued in the form of a Travel Advance Card (TAC) or direct deposit. See Travel Advances FMOG for more information [http://www.utsa.edu/financialaffairs/opguidelines/2.9.2.html](http://www.utsa.edu/financialaffairs/opguidelines/2.9.2.html)
- Registration can be paid by using a Procard, CLIBA card or TAC.
- Lodging can be prepaid in DEFINE via a Payment Voucher (VP2). See the Disbursements & Travel Services Training Materials web page for related training materials. [http://www.utsa.edu/financialaffairs/dts/training.html](http://www.utsa.edu/financialaffairs/dts/training.html)
- The Direct Bill payment process is no longer available (effective 08/31/11).
- If a correction to an approved VE5 is required, you must complete a Correction of a Request to Travel (VE6).

**REMEMBER**: A VE5 is required PRIOR to making any travel arrangements or requesting a travel advance.