



VE6

Correction for Request to Travel

FOR ASSISTANCE, YOU MAY CONTACT THE FOLLOWING:

Travel Polices or Procedures Questions -- x4833

VE6 - CORRECTION DOCUMENT FOR THE RTA

PURPOSE

The VE6 is used to change authorized employee travel. These changes may include:

- Traveler's name
- Dates of travel
- Destinations
- Purposes of travel, benefits of travel and disposition of duties
- Traveler's type
- Trip is cancelled

NOTE: If you are making a change using VE6, attach a note to the document. This will make others (Approver, Travel Desk, etc.) aware of the change you have made to the document. To attach a note, type NOT in the Action field and press ENTER.

BEFORE YOU START

- Certain changes DO NOT require a VE6.
 - Travel dates that are only one business day outside of the originally approved dates won't require a VE6.
 - If a different account is to be charged a VE6 isn't required.

HOW TO USE

- The VE6 follows the same rules and procedures as the VE5 and is organized in six parts. The six parts are the Cover Sheet, Destination Codes, Purpose of Travel, Washington DC Travel, Account Information, and DEFINE Codes (Optional).

NOTE: Because this is a correction document, you should only affect the field that requires the change. A traveler may not be reimbursed on a VP5 until the most recent VE6 has been final approved.

*DEFINE	CORRECTION DOCUMENT FOR THE RTA – VE6		Year 04 05
Command: VE6	Account: _____	Misc: _____	Month: OCT
=====			
Status: _____	-COVER SHEET-	Document ID: _____	
Action: _____	Summary: _____		
	Created: 1/31/05 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:			
__ 1	Destination Code	Locale	Description

__ 2	Purpose of Travel:		+
	Benefits to UT:	_____	+
	Disposition of Duties:	_____	+
__ W	Washington DC Travel:		
__ 3	Account Information	No Cost to UT: _____	
__ 4	Define Codes (Optional)		

VE6 - COVER SHEET

- To create a new VE6, type NEW in the Action field, 01 in the Format field, type the approved RTA number in the RTA Nbr field and press ENTER.

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>>Enter additional information or enter an ACTION.<<
*DEFINE          CORRECTION DOCUMENT FOR THE RTA - VE6          Year 04 05
Command: VE5    Account:_____ Misc:_____ Month: OCT
=====
Status:          -COVER SHEET-          Document ID: _____
Action: NEW    Summary: _____
Created: 1/31/05 by KBJEF - FROST, JACK E
Format: 01    Template: _____ Process Date: _____
Travel Dates: Begin: _____ End: _____ Voucher Date: _____ DTN: _____
RTA Nbr: TV04001153 Designated HQ: _____
VID Number: UT EID: _____ MC: _____ Name: _____
Traveler Type: __ Title: _____
SECTIONS:
__ 1  Destination Code Locale          Description
      _____
__ 2  Purpose of Travel: _____ +
      Benefits to UT: _____ +
      Disposition of Duties: _____ +
__ W  Washington DC Travel: _____
__ 3  Account Information          No Cost to UT: __
__ 4  Define Codes (Optional)

--3 UT San An -----F1=Options -----F8=Exit -----1/31/05 03:30 PM -
    
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- The document status will become CREATED. A document ID number will be assigned and all of the information from the VE5 (or most recently approved VE6) will be recaptured.

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>>Enter additional information or enter an ACTION.<<
*DEFINE          CORRECTION DOCUMENT FOR THE RTA - VE6          Year 04 05
Command: VE6    Account:_____ Misc:_____ Month: OCT
=====
Status: CREATED          -COVER SHEET-          Document ID: R3VE6999999
Action: NEW    Summary: 012805- White, Snow - Barstow, CA
Created: 1/31/05 by KBJEF - FROST, JACK E
Format: 01    Template: _____ Process Date: _____
Travel Dates: Begin: 012805 End: 013105 Voucher Date: 013105 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
      CABAR          O          BARSTOW, CA
      CABER          O          BERKELEY, CA
__ 2  Purpose of Travel: 01 Attend meeting, conference, etc          >
      Benefits to UT: 06 Enhance University Operations          +
      Disposition of Duties: 02 Duties assumed by Colleagues and staff          +
__ W  Washington DC Travel: _____
__ 3  Account Information          No Cost to UT: __
__ 4  Define Codes (Optional)
    
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VE6 – COVER SHEET CHANGES

- The cover sheet allows you to change:
 - The beginning and ending dates of travel (departure from headquarters and return to headquarters)
 - Designated Headquarters
 - Traveler's type
 - Destination codes, purpose of travel, benefit of travel, or disposition of duties that are listed on the cover sheet
 - Vendor ID number, if a different traveler will be taking the trip

VE6 – APPROVAL

- When all updates have been made, approve your document by typing APP in the Action field and pressing ENTER.
- The document is checked for valid entries and, if correct, it will route to the employee's supervisor and to all account administrators whose funds are being encumbered.
- Your status line will now read Pending or Proposed. The message at the top of the screen shows where the document went.

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>> Document is now at desk 0250vou in Office of Accounting.<<
*DEFINE          CORRECTION DOCUMENT FOR THE RTA – VE6          Year 04 05
Command: VE6    Account:_____ Misc:_____          Month: OCT
=====
Status: PROPOSED          -COVER SHEET-          Document ID: R3VE6999999
Action: APP    Summary: 102204 – White, Snow – Barstow, CA
Created: 1/31/05 by KBJEF – FROST, JACK E
Format: 01          Template:          Process Date:
Travel Dates: Begin: 012805 End: 013105 Voucher Date: 013105 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
      CABAR          O          BARSTOW, CA
      CABER          O          BERKELEY, CA
___ 2 Purpose of Travel: 01 Attend meeting, conference, etc >
Benefits to UT: 06 Enhance University Operations +
Disposition of Duties: 02 Duties assumed by Colleagues and staff +
___ W Washington DC Travel:
X 3 Account Information          No Cost to UT: ___
___ 4 Define Codes (Optional)
--3 UT San An -----F1=Options -----F8=Exit -----1/31/05 03:30 PM –
  
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- If there are errors detected, the document will not be forwarded. The error message will tell you what to correct.
- When the document reaches final approval, you will receive an automatic notification copy in your YB2 inbox. The document Status line will read APPROVED/FYI. To Discard the FYI copy, type DIS in the Action field.