



# **VP5 Travel Voucher Payment**

FOR ASSISTANCE, YOU MAY CONTACT THE FOLLOWING:

---

**Travel Polices or Procedures Questions -- x4833**

## VP5 - TRAVEL PAYMENT VOUCHER

### PURPOSE

The electronic travel voucher is used to reimburse employees for business travel expenses, and to provide an accounting of those expenses as well as identify the nature of the business conducted.

The VP5 links information from the approved VE5 or VE6 through the RTA (Request to Travel Authorization) number. A VP5 must have an approved VE5 or VE6 before it can be created.

### BEFORE YOU START

Make sure you have the following:

- An approved RTA number
- Actual dates & times of travel
- Original travel receipts
- Mileage (if personal car was used)
- Account numbers to be charged
- Amounts to charge each account

### HOW TO USE

- The VP5 is organized into a cover sheet and five sections for detailed information. The sections are designed to be worked in order.
- The first 3 sections are for itemizing the expenses between transportation, meals/lodging and other travel expenses. You will only use the sections for which you have expenses to be claimed.
- Section 4 is used to generate transactions after the expenses have been itemized. The transactions are generated automatically by the VP5 when you go into this section.
- Section 5 (DEFINE Codes) is optional. This section is currently not being used at UTSA.

*DEFINE	TRAVEL PAYMENT VOUCHER – VP5		Year: 04 05
Command: <b>VP5</b>	Account: _____	Misc: _____	Month: JUN
=====			
Status: _____	<b>--COVER SHEET--</b>		Document ID: _____
Action: _____	Summary: _____		
Created: 020705 by KBJEF			
Format: _____	Voucher Date: _____	Voucher Nbr: _____	
RTA Nbr: _____	Partial/Complete: __	Check Distribution: ____	
Begin Date: _____	Depart Time: 00 : 00 A/P	DTN: _____	
End Date: _____	Return Time: 00 : 00 A/P	State/Local: __	
Vendor ID: UT EID _____	MC: ____	State VID: _____	
Name: _____	Traveler Type: __		
Address: _____			
SECTIONS:			
__ 1. Transportation		0.00	
__ 2. Meals and Lodging		0.00	
__ 3. Other Travel		0.00	
__ 4. Line Items			
__ 5. Define Codes			
	Total Travel Amount:	0.00	
	Total Payment Amount:	0.00	

VP5 - COVER SHEET

*DEFINE Command: <b>VP5</b>	Account: _____	TRAVEL PAYMENT VOUCHER – VP5 Misc: _____	Year: 04 05 Month: JUN
=====			
<b>Status: CREATED</b>	--COVER SHEET--		<b>Document ID: R3VP5999999</b>
<b>Action: NEW</b>	Summary: <u>WHITE, SNOW</u>		
Created: 020705 by KBJEF – FROST, JACK E			
<b>Format: 01</b>	<b>Voucher Date: 020705</b>	Voucher Nbr:	
<b>RTA Nbr: TV03000001</b>	<b>Partial/Complete: C</b>	<b>Check Distribution: U</b>	
<b>Begin Date: 012805</b>	<b>Depart Time: 06 : 00 <u>A</u> A/P</b>	<b>DTN: (Optional Field)</b>	
<b>End Date: 013105</b>	<b>Return Time: 08 : 00 <u>P</u> A/P</b>	<b>State/Local: (For Accounting Services Use)</b>	
<b>Vendor ID: UT EID: white 64</b>	<b>MC: 002</b>	State VID:	
Name: WHITE, SNOW	<b>Traveler Type: E</b>		
Address: **Direct Deposit**			
SECTIONS:	__1. Transportation	0.00	
	__2. Meals and Lodging	0.00	
	__3. Other Travel	0.00	
	__4. Line Items		
	__5. Define Codes		
		<b>Total Travel Amount:</b>	0.00
		<b>Total Payment Amount:</b>	0.00

- To create a VP5, type NEW In the Action field, 01 in Format field, the request to travel number in the RTA Nbr field and press ENTER. The document status becomes CREATED and a document ID number is assigned.
- The VP5 will recapture information from the VE5 or most recently approved VE6. It will fill in the name of the traveler, traveler type, and beginning and ending dates of the travel. It will also recall any approved destinations, although this information is not displayed on the cover sheet.
- Tab to the Partial/Complete field and type C for Complete. Payments should ALWAYS be complete payments.
- The Check Distribution field will default to U for U.S. Mail. This means that the check will either be mailed or direct deposited. Other options are C for campus mail or P for check pickup.
- Travel dates will default from the travel request document. If you need to change travel dates, tab to Begin Date and End Date fields and type the appropriate dates. Only update this field if the trip is one day outside of the original requested dates or if traveler returned earlier than the requested dates. For example if the RTA dates were 012805 through 013105 but the traveler returned on the 012905, the end date should be changed to 012905.
- Tab to the Depart and Return time field and type the departure/return time to headquarters for traveler.
- The last three digits of the Vendor ID field indicate the mail code for the payment. This field may be adjusted to specify how the payment should be distributed. Tab to the Vendor ID field and type the appropriate 3-digit mail code. If you do not know the correct 3-digit code, type a "?" in the Vendor ID field and press ENTER.

-----  
**Note:** using the direct deposit mail code will override the selection in the check distribution field.  
 -----

## VP5 - TRANSPORTATION

- The purpose of the transportation area is to itemize all transportation costs by date, locale, type, point-to-point, mileage (for personal car), and amount.
- Type X in the field to the left of Section 1 and press ENTER.

*DEFINE		TRAVEL PAYMENT VOUCHER – VP5		Year: 04 05
Command: VP5	Account: _____	Misc: _____		Month: JUN
Status: CREATED	--COVER SHEET--		Document ID: R3VP5999999	
Action: _____	Summary: <u>WHITE, SNOW</u>		Created: _____	
020705 by KBJEF – FROST, JACK E				
Format: 01 _____	Voucher Date: 020705	Voucher Nbr: _____		
RTA Nbr: TV03000001	Partial/Complete: <u>C</u>		Check Distribution: U	
Begin Date: 012805	Depart Time: 06 : 00	<u>A</u>	A/P	
End Date: 013105	Return Time: 08 : 00	<u>P</u>	A/P	
Vendor ID: UT EID: white64	MC: 002	State VID: _____	DTN: <u>(OPTIONAL FIELD)</u>	
WHITE, SNOW		Traveler Type: E	State/Local: <u>(Accounting Use)</u>	
Address: **Direct Deposit**				
<b>SECTIONS:</b>	<u>X</u> 1. Transportation			0.00
	___ 2. Meals and Lodging			0.00
	___ 3. Other Travel			0.00
	___ 4. Line Items	Total Travel Amount:		0.00
	___ 5. Define Codes	Total Payment Amount:		0.00

This window will appear for itemizing transportation expenses.

>>Enter or Update Transportation information<<  
TRANSPORTATION

Screen: 1 of 1

Section 1 of 5

---

DATE	L	TYPE	FROM	TO	MILEAGE	AMOUNT
-----	--	-----	-----	-----	-----	-----
<u>070104</u>	<u>?</u>	_____	_____	_____	_____	_____
_____	___	_____	_____	_____	_____	_____
_____	___	_____	_____	_____	_____	_____
_____	___	_____	_____	_____	_____	_____
_____	___	_____	_____	_____	_____	_____
_____	___	_____	_____	_____	_____	_____

Depart: 01/28/05 06:00      Return: 01/31/05 08:00      Total: \_\_\_\_\_

**Press Enter to update; F2 for more screens; F4 to page backwards.**

- Type the date for each type of transportation cost. It may be the same date as the line before, depending on how many transportation amounts are being claimed for that day.

## VP5 - TRANSPORTATION

- TAB to the L (Locale) field. The locale codes should be the same as the business destination. For example, if the business trip was out-of-state, then ALL of the locale codes should be O for (out-of-state) or if trip occurred in the state of Texas ALL of the codes should be I for in-state. To see a list available locale codes type a "?" in the L (Locale) field and press ENTER.

```

Locale Codes Available
Select Code: ___
Code   Description
C      ALASKA, HAWAII, CANADA, US POSSESSIONS
F      FOREIGN
I      IN-STATE
M      MEXICO
O      OUT-OF-STATE
    
```

- TAB to the Type field and type the code for the mode of transportation used. There should be a code for each line claimed. To view available codes, type a "?" in the TYPE field and press ENTER.

```

Available Transportation Types
Enter Your Selection
Selection: ___
-----
1  AIR      AIR - PUBLIC TRANSPORTATION
2  CAR      PERSONAL CAR
3  RENT     RENTAL CAR - PUBLIC TRANSPORTA
4  TAXI     TAXI -PUBLIC TRANSPORTATION
5  TRAI     TRAIN - PUBLIC TRANSPORTATION
    
```



- The next two fields (FROM & TO) require you to type in the point-to-point locations. If locations are between cities, the city and state name should be listed. If the locations are between foreign cities, the city and country name should be listed.

TRANSPORTATION		Screen: 1 of 1			Section 1 of 5	
DATE	L	TYPE	FROM	TO	MILEAGE	AMOUNT
070104	O	CAR	Head-qtrs	Airport	14.3	5.00
070104	O	AIR	SATX	Berkley, CA		150.00
070504	O	CAR	Airport	Head-qtrs	14.3	5.00
Depart: 01/28/05 06:00		Return: 01/31/05 08:00			<b>Total: \$160.00</b>	
<b>Press Enter to update; F2 for more screens; F4 to page backwards.</b>						

## VP5 – TRANSPORTATION

- If the type of transportation is a personal car (CAR), then you will need to type the Mileage for each point-to-point.
- Use The Texas Mileage Guide website <http://www.window.state.tx.us/comptrol/texastra.html> for point to point mileage. This website will allow you to view mileage from the UTSA campus to surrounding states (AR, LA, NM, OK).

WINDOW ON STATE GOVERNMENT CAROLE KEETON STRAYHORN Texas Comptroller of Public Accounts



[Window on State Government](#)

## Texas Mileage Guide

**From:**

**To:**

**To:**

**To:**

**To:**

**To:**

**To:**

**To:**

**To:**

**Rate:**

### Using the Mileage Guide

In Texas, several different cities may have the same name. Any one of these cities can be identified by specifying the county in which it is located.

You can either

- enter the first three letters of the city name
- or
- enter both the city and county name.

**Example**

This edition of the guide contains five different cities named Lakeside located in Archer, Colorado, Galveston, San Patricio and Tarrant counties.

**First method**

Enter "Lakeside" (or at least the first three letters of the name) and your other destinations, then click "Calculate". A new page will offer a list of cities. Select the one you want and click "Continue". The result page will display mileage and reimbursement.

**Second method**

- After you have completed all of the information in the transportation section, the total transportation amount will appear in the lower right corner of the screen. Pressing ENTER will return you to the cover sheet. The total amount of the transportation section will be displayed to the right of Transportation on the cover sheet.

## VP5 – MEALS & LODGING

- Tab to Section 2 - Meals and Lodging and type X in the field to the left of Section 2 and press ENTER.

```

*DEFINE                                TRAVEL PAYMENT VOUCHER – VP5                                Year: 04 05
Command: VP5                            Account:_____ Misc:_____                                Month: JUN
=====
Status: CREATED                          --COVER SHEET--                                Document ID: R3VP5999999
Action:_____                          Summary: WHITE, SNOW                                Created:
      012505 by KBJEF – FROST, JACK E
      Format: 01_____ Voucher Date: 012505                                Voucher Nbr:
      RTA Nbr: TV03000001                                Partial/Complete: C Check Distribution: U
      Begin Date: 012805                                Depart Time: 06 : 00 A A/P                                DTN: (OPTIONAL FIELD)
      End Date: 013105                                Return Time: 08 : 00 P A/P                                State/Local: (Accounting Use)
      Vendor ID: UT EID: white64 MC:002                                State VID:
      Name: WHITE, SNOW                                Traveler Type: E
      Address: **Direct Deposit**
SECTIONS:
  ___ 1. Transportation                                160.00
  X 2. Meals and Lodging                                0.00
  ___ 3. Other Travel                                0.00
  ___ 4. Line Items
  ___ 5. Define Codes
Total Travel Amount:                                0.00
Total Payment Amount:                                0.00

```

A pop up window will appear for itemizing the meal and lodging expenses.

MEALS AND LODGING			Screen 1 of 1			Section 2 of 5	
Date	Account	Rule	Meals	Lodging	Total	Dest	EX
012805	197009975	05	34.00	50.00	84.00	CABER	-
012905	197009975	05	34.00	50.00	84.00	CABER	-
013005	197009975	05	34.00	50.00	84.00	CABER	-
013105	197009975	05	34.00	50.00	84.00	CABER	-
013105	197009975	05	34.00		34.00	CABER	-
Depart: 01/28/05 06:00		Return: 01/31/05 08:00		<b>TOTAL: 370.00</b>			
Press Enter to update; F2 for more screens, F4 to page backwards.							

- Type the date of each meal and lodging expense.
- Type the account number being charged for the date listed
- Type the amount of the allowable meal per diem.
- Type in the lodging room rate (room taxes should be expensed in Other Travel).
- If this is a FOREIGN TRIP you may use the following web sites to assist you with per diem rates and converting currency:
  - [www.state.gov/www/perdiems/](http://www.state.gov/www/perdiems/) (Web-site for foreign per-diem rate)
  - [www.oanda.com/converter/classic](http://www.oanda.com/converter/classic) (Web-site for converting currency)

### VP5 – MEALS & LODGING

- Type the 5-character destination code of the lodging location. To see available codes, type a “?” in this field and press ENTER. The help window will first display the destination codes approved on the RTA. If you wish to see other codes, you may type a “?” again and press ENTER.
- Type X in the Ex (Exception) field, if you do not want the VP5 to audit the meals and lodging expenses within the limits. However, if you do this, an explanation will be required in notes. If using state accounts (14) do not place the X in the EX field.

MEALS AND LODGING			Screen 1 of 1			Section 2 of 5	
Date	Account	Rule	Meals	Lodging	Total	Dest	EX
012805	197009975	05	34.00	50.00	84.00	CABER	-
012905	197009975	05	34.00	50.00	84.00	CABER	-
013005	197009975	05	34.00	50.00	84.00	CABER	-
013105	197009975	05	34.00	50.00	84.00	CABER	-
013105	197009975	05	34.00		34.00	CABER	-
Depart: 01/28/05 06:00		Return: 01/31/05 08:00		<b>TOTAL: 370.00</b>			
Press Enter to update; F2 for more screens, F4 to page backwards.							

- When you have finished typing information in the meals and lodging section, press ENTER. The screen will audit allowable expenses per account and total the meals and lodging claims at the bottom of the screen. Press ENTER again to return to the cover sheet. The total amount for this section will be displayed to the right of Meals and Lodging on the cover sheet.

**HELPFUL HINT:** To duplicate information in the meals and lodging section, use the period "." function. This will copy the information from the line above. Enter a "." (dot or period) in the first space of each field that you want to copy and press ENTER.

### VP5 – OTHER TRAVEL

*DEFINE		TRAVEL PAYMENT VOUCHER – VP5	Year: 04 05
Command: VP5	Account: _____	Misc: _____	Month: JUN
-----			
Status: CREATED		--COVER SHEET--	Document
ID: R3VP5999999	Summary: <u>WHITE, SNOW</u>		Created:
Action: _____			
020705 by KBJEF – FROST, JACK E			
Format: 01 _____	Voucher Date: 020705	Voucher Nbr:	
RTA Nbr: TV0300001	Partial/Complete: <u>C</u>	Check Distribution: U	
Begin Date: 012805	Depart Time: 06 : 00 <u>A</u>	A/P	
End Date: 013105	Return Time: 08 : 00 <u>P</u>	A/P	
Vendor ID: UT EID: white64	MC: 002	State VID:	DTN: ( <u>OPTIONAL FIELD</u> )
Name: WHITE, SNOW	Traveler Type: E	State/Local: ( <u>Accounting Use</u> )	
Address: **Direct Deposit**			
<b>SECTIONS:</b>	1. Transportation	160.00	
	2. Meals and Lodging	370.00	
	<b>X 3. Other Travel</b>	<b>0.00</b>	
	4. Line Items		
	5. Define Codes		
	Total Travel Amount:	0.00	
	Total Payment Amount:	0.00	

- Type X in the field to the left of Section 3 and press ENTER.

-->>Enter or Update Other Expense Information<<

Other Travel Expenses Screen 1 of 1      Section 3 of 5

---

Type	L	Description	Amount
<u>PARK</u>	<u>O</u>	<u>Parking at SATX</u>	<u>12.00</u>
<u>MISC</u>	<u>O</u>	<u>Business Phone Calls</u>	<u>6.00</u>
<u>REGF</u>	<u>O</u>	<u>Registration Fee</u>	<u>75.00</u>
<u>MISC</u>	<u>O</u>	<u>Hotel Tax</u>	<u>8.00</u>

---

- Fill in the Type code, Locale code, Description (give a brief description of the type of expense) and Amount of each miscellaneous travel expense. If you need to know what codes are available for Type or Locale, type a "?" in that field and press ENTER.

Type of Code:

Locale Code:

Available Transportation Types  
Enter Your Selection  
Selection: \_\_\_\_\_

---

1	MISC MISCELLANEOUS INCIDENTAL EXPEN
2	PARK PARKING FEE
3	REGF REGISTRATION FEE

Locale Codes Available  
Select Code: \_\_\_\_\_

Code	Description
C	ALASKA, HAWAII, CANADA, US POSSESSIONS
F	FOREIGN
I	IN-STATE
M	MEXICO
O	OUT-OF-STATE

ENTER. The items will be totaled at the bottom of the screen. Press ENTER again, to return to the cover sheet. The total amount for this section will be displayed to the right of Other Travel.

## VP5 – LINE ITEMS

- This section generates transactions based on information entered in the first 3 sections. These transactions are automatically generated when the creator goes into this section.

*DEFINE		TRAVEL PAYMENT VOUCHER – VP5	Year: 04 05
Command: VP5	Account: _____	Misc: _____	Month: JUN
-----			
Status: CREATED	--COVER SHEET--		Document ID: R3VP5999999
Action: _____	Summary: <u>WHITE, SNOW</u>		Created: _____
020705 by KBJEF – FROST, JACK E			
Format: 01 _____	Voucher Date: 020705	Voucher Nbr: _____	
RTA Nbr: TV03000001	Partial/Complete: <u>C</u> Check Distribution: U		
Begin Date: 012805	Depart Time: 06 : 00 <u>A</u> A/P	DTN: ( <u>OPTIONAL FIELD</u> )	
End Date: 013105	Return Time: 08 : 00 <u>P</u> A/P	State/Local: ( <u>Accounting Use</u> )	
Vendor ID: UT EID: white64 MC: 002	State VID: _____		
Name: WHITE, SNOW	Traveler Type: E		
Address: **Direct Deposit**			
<b>SECTIONS:</b>	1. Transportation	160.00	
	2. Meals and Lodging	370.00	
	3. Other Travel	101.00	
	<b>X 4. Line Items</b>		
	5. Define Codes		
	<b>Total Travel Amount:</b>		631.00
	<b>Total Payment Amount:</b>		0.00

- Type an X in the field to the left of Section 4 and press ENTER.

>>Updates successful, ENTER to return or F2 for more screens<<

Begin at acct: \_\_\_\_\_

Entries: 1

Section 4 of 5  
Document ID: R3VP5999999

ACCOUNT	D/C	OBJ	AMOUNT	BEGIN	END	SERVICE DATES
197009975	D EX	1221	150.00	012805	013105	>
OBJ DESCR: Personal Car Mileage						
197009975	D EX	1222	10.00	012805	013105	>
OBJ DESCR: Public Transportation						
197009975	D EX	1224	370.00	012805	013105	>
OBJ DESCR: Food and Lodging - Actual						
197009975	D EX	1229	12.00	012805	013105	>
OBJ DESCR: Parking Fees						
197009975	D EX	1225	14.00	012805	013105	>
OBJ DESCR: Miscellaneous						
197009975	D EX	1275	75.00	012805	013105	>
OBJ DESCR: Registration and Conf.						

- This screen will assign accounts, amounts, and object codes (with descriptions) to all of the transactions. Most of this information is protected and cannot be changed from this screen. While in this section, you have the option of changing the account numbers for all transactions except for Meals and Lodging. The account numbers for Meals and Lodging can be updated in section 2.
- After reviewing information in this section, press ENTER to return to the cover sheet. The total Travel Amount (the total of the first 3 sections) should equal the Total Payment Amount (the total of Section 4).

**NOTE:** If you return to a sections 1, 2, or 3 and make any changes, you must go back into Section 4 to regenerate the transaction information.

### VP5 - DEFINE CODES

- Currently this section is not used at UTSA.

## VP5 - VERIFICATION AND APPROVAL

*DEFINE Command: VP5	Account: _____ Misc: _____	TRAVEL PAYMENT VOUCHER – VP5	Year: 04 05 Month: JUN
-----			
Status: _____	--COVER SHEET--	Document ID: R3VP5999999	
Action: _____	Summary: <u>WHITE, SNOW</u>		
Created: 020705 by KBJEF – FROST, JACK E			
Format: 01 _____	Voucher Date: 020705	Voucher Nbr: _____	
RTA Nbr: TV03000001	Partial/Complete: <u>C</u> Check Distribution: U		
Begin Date: 012805	Depart Time: 06 : 00 <u>A</u> A/P	DTN: <u>(OPTIONAL FIELD)</u>	
End Date: 013105	Return Time: 08 : 00 <u>P</u> A/P	State/Local: <u>(Accounting Use)</u>	
Vendor ID: UT EID: white64 MC: 002	State VID: _____		
Name: WHITE, SNOW	Traveler Type: E		
Address: **Direct Deposit**			
<b>SECTIONS:</b>			
___ 1. Transportation		160.00	
___ 2. Meals and Lodging		370.00	
___ 3. Other Travel		101.00	
___ 4. Line Items			
___ 5. Define Codes			
	<b>Total Travel Amount:</b>		<b>631.00</b>
	<b>Total Payment Amount:</b>		<b>631.00</b>

- After you have entered all the required information, return to the cover sheet, type VER in the Action field and press ENTER. This will verify that all information is correct. If you have destination codes, which weren't approved on the RTA, a window will appear requiring an explanation of the other destinations:

>>Please enter a reason for the difference in destinations<<  
 Destination on RTA: OREUG

---



---

### VP5 – APPROVAL

- If everything is correct, type APP in the Action field and press ENTER. The document is checked for valid entries and it will be sent to the next desk on the routing path. Your status line will now read Pending or Proposed. The message at the top of the screen shows where the document went. If there are errors detected, the document will not be forwarded. The error message will tell you what to correct

**IMPORTANT:** After the document has been approved, the traveler **MUST** sign the travel voucher cover sheet. This is to certify that the travel expenses reported are true and unpaid. The travel voucher cover sheet should be forwarded with any receipts to Travel Office for processing. The following ORIGINAL receipts are required with the travel voucher cover sheet:

- o Airline
- o Rental Car
- o Commercial Bus, Train (for travel between cities)
- o Lodging
- o Registration (if paid by the traveler) – please note the Procard can be used for registrations
- o Gasoline

**NOTE:** Do not send travel information (cover sheet and 1<sup>st</sup> page of define VP5 with attached receipts) to the Travel Office until the document has met all departmental approvals.

### **Important Reminders !!!**

- Vouchers will not be approved for payment without the signed cover sheet.
- Please include the 1<sup>st</sup> page of the VP5 define document with your receipts.
- Additional information such as meeting agendas are not required and should not be included with the VP5's.
- Tape small receipts to 8 ½ X 11 paper.
- Send the voucher backup (invoice/receipt) to the Travel Office located in JPL 4.03.14.
- VP5's are for out of pocket expenses to be reimbursed to the traveler. Please do not include any direct billed expenses.

## **GLOSSARY OF TRAVEL TERMS:**

Benefit	The benefit states how the business is of advantage to the University.
Departure Time	The hour and minute an employee leaves Headquarters to begin travel.
Destination	The destination is the geographical location (City and State, or City and Country) of the University business.
Disposition of Duties	The disposition of duties tells how the employee's job responsibilities at headquarters will be met while the employee is traveling.
Encumbrances <i>NOT BEING USED AT UTSA</i>	An encumbrance is a means of reserving funds for future expenditures. These are amounts that are designated for certain purposes (such as travel, purchase orders, and salaries) and may not be spent for any other purpose.
Headquarters	Headquarters refers to the city and state of the employee's regular responsibilities.
Inter-City Mileage	These are personal car distances from point-to-point within a city, and are usually determined by the traveler (using an odometer).
Locale	The Locale refers to the geographical area (such as in-state or out-of-state, etc.), which is used to determine expenditure limits (such as meals).
Official Mileage	Official Mileage is the distance between cities, which is determined by the comptroller. Many mileage estimations from headquarters are on *DEFINE, refer to command GG2.
Personal Car	A personal car refers to a vehicle that is owned (or leased) and used by the traveler.
Purpose	The purpose states what the business travel is for.
Return time	The return time is the hour and minute that an employee returns to headquarters.
RTA	The RTA is a Request for Travel Authorization.
U.S. Possessions	U.S. possessions include Puerto Rico, the Northern Mariana Islands, U.S. Virgin Islands, Guam, Midway Island, Wake Island and American Samoa.
VE5	The VE5 is an electronic Request for Travel Authorization (RTA) document, and it is used to authorize travel for employees, prospective employees, and students who are traveling on UTA business. It also has the option of encumbering funds for the purpose of reimbursing travelers after the trip has been completed.
VE6	The VE6 is an electronic Correction of Request for Travel Authorization used to change authorized employee travel. These changes may include the traveler's name, dates of travel, destinations, purposes of travel, benefits of travel, and dispositions of duties. It may also be used to change account information. If a trip has been cancelled, the VE6 may be used to disencumber funds.
VID	The Vendor Identification Number is a set of 14 numbers assigned to a person or business that receives payments from the University. The last 3 digits of the VID indicate how a payment is distributed.