

# Example Requisition for Individual Traveler Reimbursement

Transaction Date 23 FEB 2017

Delivery Date **31 MAR 2017**

Vendor ID T00016925 **Vendor Validate**

Address Type RA Address Sequence 1

Vendor Contact Vendor E-mail

Vendor Name Warren, Jennifer K.

Vendor Address Purchasing Department  
Young Bldg  
203 W O St  
Russellville AR 72801-2222 United States of America

Fax Number

Requestor Name Jennifer Warren

Requestor E-mail jwarren2@atu.edu

Requestor Phone Area Code 479 Phone Number 9640583 Extension 3552

Requestor Fax

Chart of Accounts T Organization 370000

Currency Code USD Discount Code None Tax Group STU

Ship Code PURC Attention To Jennifer Warren

Comments **Document Text**

## Document/Commodity Text

Enter Document Text, Print:

Jennifer Warren  
Travel Expenses for ABC Procurement Conference  
March 31-April 4, 2017  
Chicago, IL  
Meals \$292.27  
Lodging \$882.85  
Parking \$54.50  
Taxi \$60  
In state travel to and from airport \$73.92

Enter Document Text, No Print:

**Save**

[ Exit document/item text page ]

Select first day of travel for delivery date.

Item	Commodity Code	Commodity Description	U/M	Tax Group	Quantity	Unit Price	Discount Amount	Additional Amount
1	704100	Travel Encumbrance	LOT	NO	1	1363.54		
2			None	None				
3			None	None				
4			None	None				
5			None	None				

**Commodity Validate**

### Calculated Commodity Amounts

Item	Extended Amount	Discount Amount	Additional Amount	Tax Amount	Net Amount
1	1,363.54				1,363.54
2					
3					
4					
5					
Totals	1,363.54	0.00	0.00	0.00	1,363.54

Dollars  Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	T		110000	370000	704100	250000			100
2									
3									
4									
5									

Save as Template

Shared

**Validate** **Complete** **Save In Process**

# Sample Document Text

## Individual Conference Travel

### Document/Commodity Text

#### Enter Document Text, Print:

Jennifer Warren  
Travel Expenses for ABC Procurement Conference  
March 31-April 4, 2017  
Chicago, IL  
Meals \$292.27  
Lodging \$882.85  
Parking \$54.50  
Taxi \$60  
In state travel to and from airport \$73.92

## Mileage Reimbursement

#### Enter Document Text, Print:

Personal vehicle mileage for Jane Smith to travel to surrounding areas to conduct business on behalf of ATU-Ozark campus from 3/1/16-3/31/16  
280 miles x .42= \$117.40

## Rental Car

#### Enter Document Text, Print:

Jane Smith  
Rental Car  
Feb. 13-16  
Pick up keys: Feb 11th at 10 a.m.  
Drop off: Feb 16 at 5 p.m.  
Pine Bluff, West Memphis, West Helena, Forrest City  
Procurement Vendor Events  
Contact Number: 479-960-1263

## Motor Pool Car

### Enter Document Text, Print:

Motor Pool mileage for Jane Smith to travel to/from Little Rock, AR for meeting at Office of State Procurement.  
Depart: January 26, 2017 at 7 a.m.  
Return: January 26, 2017 at 6 p.m.  
Additional Driver: John Doe  
Type of Vehicle: Sedan  
Number of Vehicles: 1

## Airfare charged to TCard

### Enter Document Text, Print:

Airfare for Joe Smith to travel from Little Rock, AR to San Antonio, TX  
Feb 27, 2017 to March 4, 2017  
for ABC Procurement Convention  
Cost: 431.60