## **Travel Expense Voucher Help – Submitting Completed TEV**

## Submitting TEV's

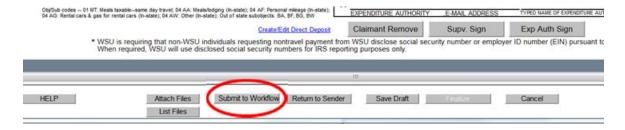
When submitting a Travel Expense Voucher (TEV), please use the appropriate Business Center (BC) group inbox for returning your TEV. If you do not have the BC group inbox, please notify the travel specialist so that they can have the group inbox added for you.

## Who is your travel specialist?

Please visit <a href="http://cahnrs.wsu.edu/fs/home/business-services/business-centers/">http://cahnrs.wsu.edu/fs/home/business-services/business-centers/</a> for the name and e-mail of your travel specialist.

## Submitting to your Travel Specialist

Only use the save button when you need to modify your travel more, this will put your TEV in your draft folder (I submit back to myself when I need to work on my TEV more, instead of using save). **Do not use** "RETURN TO SENDER", **always use** "SUBMIT TO WORKFLOW"



When the Inbox Workflow Page comes up, click on the appropriate BC Group Inbox, then, click on "ADD", and then click on "SUBMIT TO WORKFLOW"

