

# 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 <http://cahnr.wsu.edu/fs/home/business-services/business-centers/> 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"**

Obj/Sub codes -- 01 MT: Meals taxable--same day travel; 04 AA: Meals/lodging (In-state); 04 AF: Personal mileage (In-state); 04 AG: Rental cars & gas for rental cars (In-state); 04 AV: Other (In-state); Out of state subjects: BA, BF, BG, BV

EXPENDITURE AUTHORITY E-MAIL ADDRESS TYPED NAME OF EXPENDITURE AUTHORITY

Create/Edit Direct Deposit Claimant Remove Supv. Sign Exp Auth Sign

\* WSU is requiring that non-WSU individuals requesting nontravel payment from WSU disclose social security number or employer ID number (EIN) pursuant to When required, WSU will use disclosed social security numbers for IRS reporting purposes only.

HELP Attach Files **Submit to Workflow** Return to Sender Save Draft Finalize Cancel

List Files

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"

WASHINGTON STATE UNIVERSITY

**E-Forms System**  
INBOX WORKFLOW PAGE

User ID:dkbishop

**PERSONAL INBOX** Submit Your Form to Individual(s).

Send to Personal Inbox of E-Forms Client User ID: [Green Box] ADD

Include comments: REMOVE

**GROUP INBOX** Submit Your Form to the Group Inbox(s)

Group Inbox(s):

- Workflow
- Group Inboxes
  - Central Receiving
  - FS Clark Business Center**
  - Johnson Business Center
  - OGRD -- FedEx RFS Only
  - Sponsored Programs
  - Travel

ADD REMOVE

Selections:

Include comments:

Save your workflow selections and they will be available next time. SAVE CANCEL

Submit Your Form to Individual(s) or Group Inbox(s) **SUBMIT TO WORKFLOW**