Travel Reimbursement Inquiry - FIN5150

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This page is used to retrieve a listing of travel reimbursement requests for each vendor. This is an inquiry page only; therefore, you cannot create any transactions. Only requests that have been processed in Finance are displayed.

Retrieve data:

Use the following fields to retrieve travel information:

Field	Description
Travel Request Nbr	Type the travel request number for which you want to retrieve data.
Vendor	Begin typing the vendor name or number. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor.

❑ Under **Request Dates**, use the following fields to type a date range for you for which you want to retrieve travel information:

From	Type a from date in the MM-DD-YYYY format to filter the list by travel request date.
To	Type a to date in the MM-DD-YYYY format to filter the list by travel request date.

❑ Click **Retrieve** to retrieve a list of processed travel reimbursement requests within the sort/filter criteria. The following details are displayed for each travel request:

Details	Click 🔍 to view the details of the travel request. A pop-up window opens with the travel request details as entered in EmployeePortal and processed by Finance. If documents exist for the request, 🗋 is displayed on the **Documents** button. Click **Documents** to open the Document Attachments pop-up window.
Travel Req Nbr	The travel request number is displayed.
Vendor	The vendor name and number are displayed.
Date Requested	The travel request date is displayed.
Request Total	The total amount of the travel request is displayed.
Purpose	The purpose of the travel request is displayed.
Check Number	The Finance check number for the travel request is displayed.