



## Travel Reimbursement Inquiry - FIN5150



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# Travel Reimbursement Inquiry

## Finance > Inquiry > Travel Reimbursement Inquiry

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 transactions 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:**

From
To

☐ Click **Retrieve** to retrieve a list of all travel reimbursement requests associated with the entered travel request number, vendor, and/or requested to and from dates.

### Other functions and features:

	<a href="#">Delete a row.</a> Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
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