



# Travel Reimbursement Inquiry - FIN5150



# Table of Contents

<b>Travel Reimbursement Inquiry - FIN5150</b> .....	<b>i</b>
<b>Travel Reimbursement Inquiry</b> .....	<b>1</b>



# 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
<b>Travel Request Nbr</b>	Type the travel request number for which you want to retrieve data.
<b>Vendor</b>	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**:

<b>From</b>	Type the date from which you want to retrieve travel information in the MM-DD-YYYY format.
<b>To</b>	Type the ending date to which you want to retrieve travel information in the MM-DD-YYYY format.

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.
---	--