



Travel Reimbursement Inquiry - FIN5150

Table of Contents

Travel Reimbursement Inquiry 1

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	Type the date from which you want to retrieve travel information in the MM-DD-YYYY format.
To	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:

	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
---	---



Back Cover