



# 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   |
|---------------------------|---|
| <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:**

Use the the following fields to type a date range for you which you want to retrieve travel information:

|             |  |
|-------------|--|
| <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 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. |
|---|--|



## Back Cover