



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 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**, use the the following fields to type a date range for you 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**
- **Travel Req Nbr**
- **Vendor**
- **Date Requested**
- **Request Total**
- **Purpose**
- **Check Number**



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