



# Travel Reimbursement Inquiry - FIN5150



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## 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 requests 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 following fields to type a date range for you for which you want to retrieve travel information:

<b>From</b>	Type a from date in the MM-DD-YYYY format to filter the list by travel request date.
<b>To</b>	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:

<b>Details</b>	Click  to view the details of the travel request. A pop-up window opens with the travel request details as entered in EmployeePortal and processed by Finance.  If documents exist for the request,  is displayed on the <b>Documents</b> button. Click <b>Documents</b> to open the <a href="#">Document Attachments</a> pop-up window.
<b>Travel Req Nbr</b>	The travel request number is displayed.
<b>Vendor</b>	The vendor name and number is displayed.
<b>Date Requested</b>	The travel request date is displayed.
<b>Request Total</b>	The total amount of the travel request is displayed.
<b>Purpose</b>	The purpose of the travel request is displayed.
<b>Check Number</b>	The Finance check number for the travel request is displayed.



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