

# Chapter 11

## Travel Advances

### Overview

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#### Rules

The following rules apply to **Travel Advances**.

Note: Corporate Credit Cards are available. When issued should be used in lieu of a Travel Advance for ordinary travel and entertainment. A Travel Expense Report is still required for reimbursement.

- Advances payable to individuals will not be issued more than 20 business days prior to the trip or event except in cases where the individual has already incurred expenses and needs to be reimbursed.
  - Advance fees such as airfare and registration should be paid directly to the vendor by a Check Request. Use a Travel Advance if charging a sponsored project and the expense is over \$500.
  - Advances less than \$50 will not be approved.
  - Separate advances must be requested for each individual.
  - Advances will not be issued to anyone with an outstanding (delinquent) advance.
  - Expenses must be substantiated by filing a Travel Expense Report within 15 days after the event. (See Chapter 10, Travel Expense Reports, page DS10-1.) After 15 days, the advance is considered to be delinquent. After 90 days, unsubstantiated advances will be added to the employee's gross wages and the appropriate tax will be withheld from the next available paycheck, as required by IRS regulations.
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## Overview

continued

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**Five W's** In order to comply with University policy, the following five W's are required on a Travel Advance. If any one of these is missing, your document processing may be delayed.

Category	Satisfied by
Who	person taking the trip
Where	destination
Why	explanation, purpose of advance
What	explanation, purpose of advance
When	start and end dates of trip

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**Other uses** Use a Travel Advance to purchase goods and materials when:

- Charging a government grant and
  - The expense is over \$500 and
  - The vendor requires prepayment (will not accept a PO)
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**Travel list** When you enter a Travel Advance, you will be required to make entries on a Travel List. The Travel List includes the traveler's name, amount of the Travel Advance, the dates of the trip and the destination. You will use the Travel List later when you enter your Travel Expense Report.

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**In this  
chapter**

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This chapter covers the following topics:

<b>Topic</b>	<b>See page</b>
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<a href="#">How to Enter a Travel Advance</a>	DS11-8
<a href="#">Example of a Travel Advance</a>	DS11-13
<a href="#">How to Change or Delete a Travel Advance</a>	DS11-14
<a href="#">How to Copy a Travel Advance</a>	DS11-16
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<a href="#">How to Change or Review a Travel List</a>	DS11-23

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# The Travel Advance Screen

**Diagram** This is a diagram of the **Travel Advance (TA)** screen.

```
Travel Advance      08/06/00 15:23:47 VP2.8      TA
Action Dc-no DEpt  prepared-by    date    Bx  PHone-no  RU  SD  FY
1 * * * * * * * * * * * * * * * * * * * * * *
Full department name..... CAmpus mail/send ck to name &  Bx
2 *
VEndor-no SS/id    CK-rq-amt      DW  CL  DEpt  B/O/SR  FUnd  AMount
3 * * * * * * * * * * * * * * * * * * * * * *
4 <...WHO...>
5
6
7
8
9
0
Payment explanation..... S-date E-date DEstination.....
1 * <...WHAT/WHY...> * <...WHEN...> <...WHERE...>
2                               DELiver goods to.....
3
4
5
6
OPTIONS:  PF1-FINI, PF5-APVNLOOK, PF14-HELP
```

## The Travel Advance Screen

**Fields**

This table describes the fields on the **Travel Advance** screen.

Fields	Description
ACtion	New, change (CHA) or Delete (DEL); indicates the type of action you wish to take; <b>NEW</b> creates a new document; <b>CHA</b> will let you change a document in process; <b>DEL</b> will let you delete a document in process (CHA and DEL require you to enter a document number)
DOc-no	Check Request document number; used when changing, deleting or copying a document
DEpt	00 plus your four digit department number
prepared-by	Name of person entering document is automatically displayed
date	Date of Travel Advance
BOx	Campus box number
PHone-no	Seven digit phone number
RU	RUSH; enter <b>Y</b> if the Travel Advance is a <b>RUSH</b> ; leave blank if not a RUSH
SD	Supporting Documentation; enter <b>Y</b> if documentation is required in Accounts Payable; <b>N</b> if not required
FY	Fiscal Year; enter two digit year
FULL depart-ment name	Department name will be displayed based on the department you entered under DEpt

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## The Travel Advance Screen

continued

**Fields** (continued)

Fields	Description
CAMpus mail /send check to name	This field, along with BOX, is used when the check requires special handling
BOX	This field, along with CAMpus mail/send check to name is used when the check requires special handling
VEndor-no SS/id	Six digit vendor number; when vendor number is not available, enter payee name, address, city and state beginning on line 4; <b>satisfies the WHO requirement</b>
CK-rq-amt	Total dollar amount of the Check Request
DW	Document With; enter <b>Y</b> if document(s) will be sent with the check; leave blank if document(s) will not be sent
CL	Ledger Class
DEpt	Your department number
B/O/SR	Budget category, object code, special reporting code
FUnd	Fund or grant number (optional)
AMount	Dollar amount charged to account
PAyment explanation	Explanation of payment including invoice numbers, invoice dates; whatever explanation is entered will appear on the check stub; <b>satisfies the WHAT and WHY requirements</b>

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## The Travel Advance Screen

continued

### Fields (continued)

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Fields	Description
S-date	Starting date of trip; <b>one element of the WHEN requirement</b>
E-date	Ending date of trip; <b>one element of the WHEN requirement</b>
DEstination	City to which the individual is traveling; <b>satisfies the WHERE requirement</b>
DEliver goods	Enter N/A for Travel Advances

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### PF keys

This table describes the PF (function) keys that are available on the **Travel Advance** screen.

PF key/ description	Action
PF1-FINI	Allows you to complete the document
PF5- APVNLOOK	Displays the accounts payable vendor lookup screen; specify criteria for displaying a list of vendor names/numbers/addresses to whom you send payments  <u>Note:</u> See Procurement Manual, Section No. 6, <u>How to Look Up Vendor Numbers</u> , on page AP11-1.
PF6-TRAV LIST	Displays the Travel List
PF14-HELP	Allows you to enter the FIS Help function

## How to Enter a Travel Advance

**Procedure** Follow the steps below to process a new **Travel Advance**.

Note: See page DS11-2 for the five W's.

Step	Action	
1	Select <b>Travel Advance</b> from the AIS Menu.  <u>Result</u> : You will see a message explaining some of the rules regarding Travel Advances.	
2	Press <b>RETURN</b> .  <u>Result</u> : You will see the <b>Travel Advance</b> screen.	
3		
	<b>Complete these fields</b>	<b>with</b>
	ACTION	<b>NEW</b>
	DEPT	your six digit department number
	BOX	your campus box number
	PHONE-no	your seven digit phone number
	RU	<b>Y</b> if the request is a rush leave blank if the request is NOT a rush
	SD	<b>Y</b> if you have supporting documentation <b>N</b> if you do NOT have supporting documentation  <u>Note</u> : Travel Advances usually do not have supporting documentation.
	FY	fiscal year
	<u>Example</u> : See Example D07, on page DS10-31.	

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# How to Enter a Travel Advance

continued

## Procedure (continued)

Step	Action		
4	Does the Travel Advance require special handling?  If <b>yes</b> , go to step 5. If <b>no</b> , go to step 9.		
5	Is the Travel Advance to be delivered through campus mail or by hand?  If by <b>mail</b> , go to step 6. If by <b>hand</b> , go to step 8.		
6	<b>Complete these fields</b>	<b>with</b>	
	CAmpus mail/send check to name	the name of the person who is to receive the advance	
	BOx	campus box number of the person identified in the <b>CAmpus mail/send check to name</b> field	
7	Go to step 9.		
8	<b>If your campus is</b>	<b>complete these fields</b>	<b>with</b>
	Hilltop	CAmpus mail/send check to name	Hold at West Campus
		BOx	your box number
	Medical School	CAmpus mail/send check to name	<b>MED</b> plus your name
BOx		your box number	

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## How to Enter a Travel Advance

**Procedure** (continued)

Step	Action
8 contd	<p><u>Note:</u> For <u>Hilltop</u> departments, the check is normally available for pickup after 9:00 a.m. at the West Campus, 2<sup>nd</sup> floor Reception area. For <u>Medical School</u> departments, the check will be delivered to Medical School Post Office at 11:00 a.m. on the same day the check is printed.</p> <p><u>Example:</u></p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">CAmpus mail/send ck to name &amp; BOx  <span style="color: teal; font-weight: bold;">MED IVA SMITH</span>                      <span style="color: teal; font-weight: bold;">8888</span></p> </div>
9	<p>Press <b>PF5</b> to look up the vendor number for the payee.</p> <p><u>Result:</u> You will see the <b>APVNLOOK</b> screen.</p> <p><u>Note:</u> If you do not know how to find the vendor, refer to the Procurement Manual, Section No. 6, <u>How to Look Up Vendor Numbers</u>, on page AP11-1.</p>
10	<p>Did you find a vendor number?</p> <p>If <b>yes</b>, go to step 11.            If <b>no</b>, go to step 13.</p>
11	<p>When you find the vendor, type the single digit selection number (1 through 6) in the <b>ENTER SELECTION</b> field and press <b>RETURN</b>.</p> <p><u>Result:</u> You will return to the Check Request screen and the vendor's name, number and address will appear under <b>Vendor-no SS/id</b>.</p>
12	Go to step 15.
13	If you don't find a vendor number, press <b>PF5</b> to return to the Travel Advance screen.
14	Type the name and address of the payee under <b>Vendor-no</b> beginning on line 4.

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## How to Enter a Travel Advance

**Procedure** (continued)

Step	Action	
15	Be sure your cursor is on <b>line 3</b> under <b>CK-rq-amt</b> .	
	<b>Complete these fields</b>	<b>with</b>
	CK-rq-amt	the amount of the Travel Advance
	DW	Y if documentation will be sent with the check
		leave blank if documentation will NOT be sent with the check
16	Enter the account number(s) to be charged. You can enter up to eight accounts. Use the chart below to help you enter your account number(s).	
	<b>Complete these fields</b>	<b>with</b>
	CL	ledger class to be charged
	DEpt	department number to be charged
	B/O/SR	budget, object and special reporting code <u>Note:</u> Special reporting code is optional.
	FUnd	fund number to be charged, if applicable
	AMount	amount to be charged to the account
17	<p><b>TAB</b> to the next line and repeat step 16 for each account you want to charge.</p> <p><u>Note:</u> All amounts entered on the account lines must add up to the amount entered in the <b>CK-rq-amt</b> field.</p>	

continued on next page

## How to Enter a Travel Advance

**Procedure** (continued)

Step	Action	
18	Press <b>RETURN</b> .  <u>Result:</u> Your full department name will be displayed on line 2 and your cursor will appear under <b>PAyment explanation</b> .	
19	<b>Complete these fields</b>	<b>with</b>
	First	traveler's first name
	Last	traveler's last name
	Amount	amount being charged to this traveler
	S-Date	start date of the trip
	E-Date	ending date of the trip
	DEstination	city or country individual is traveling to
20	Press <b>PF1</b> .  <u>Result:</u> You will see the <b>Travel List</b> screen.	
21	<b>complete these fields</b>	<b>with</b>
	First	Traveler's first name
	Last	Traveler's last name
	Amount	Amount being charged to this traveler
	S-Date	Start date of the trip
	E-Date	Ending date of the trip
	DEstination	City or Country individual is traveling to
	<u>Example:</u> See page DS11-25 for a sample Travel List.	
22	Go to <u>Finish and Approve a Document</u> , page DS12-1.	

## Example of a Travel Advance

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**Example** This is an example of how to create a new **Travel Advance**.

Note: Underlined areas indicate data entered by user.

Travel Advance		06/06/00 15:23:47 VP2.8			TA					
Action	Doc-no	DEpt	prepared-by	date	BOx	PHone-no	RU	SD	FY	
1	<u>NEW</u>	<u>009876</u>	ROGERS,CARLA	071091	<u>1147</u>	<u>726-1234</u>	<u>Y</u>	<u>N</u>	<u>99</u> *	
FULL department name..... Campus mail/send ck to name & BOx										
2	SPECIAL EVENTS									
Vendor-no	SS/id	CK-rq-amt	DW	CL	DEpt	B/O/SR	FUnd	AMount		
3	999887	01		<u>12</u>	<u>9876</u>	<u>3601</u>		<u>150.00</u>		
4	LOUISE SMITH			<u>12</u>	<u>6789</u>	<u>3601</u>		<u>150.00</u>		
5	5240 BANCROFT									
6	ST LOUIS MO 63109									
7										
8										
9										
0										
Payment explanation.....	S-date			E-date		DEstination.....				
1	<u>ADVANCE FOR TRAVEL TO PROGRAM</u>			<u>071300</u>	<u>071600</u>	<u>MIAMI BEACH, FLA</u>				
2	<u>DEVELOPMENT CONFERENCE</u>			Deliver goods to.....						
3				<u>NA</u>						
4										
5										
6										
OPTIONS: PF1-FINI, PF5-APVNLOOK, PF14-HELP										

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### DO8: A TRAVEL ADVANCE

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The five W's for this document are:

**WHO:** Vendor - Louise Smith

**WHERE:** Miami Beach, FL

**WHAT/WHY:** Advance for travel to Program Development Conference

**WHEN:** 07/13/00 to 07/16/00

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## How to Change or Delete a Travel Advance

**Rules** You can change or delete a **Travel Advance** document anytime before it is PRINTED.

**Procedure** Follow these steps to change or delete a Travel Advance document.

Step	Action		
1	Select the <b>Travel Advance</b> function from the AIS menu.  <u>Result:</u> You will see the <b>Travel Advance</b> screen.		
2	<b>If you want to</b>	<b>complete these fields</b>	<b>with</b>
	change a TA	ACtion	<b>CHA</b>
		DOc-no	TA document number
	delete a TA	ACtion	<b>DEL</b>
		DOc-no	TA document number
3	Press <b>RETURN</b> .  <u>Result:</u> You will see the Travel Advance document.		
4	Are you changing or deleting the document?  If <b>changing</b> , refer to <u>How to Enter a New Travel Advance</u> on page DS11-7 for guidelines.  If <b>deleting</b> , go to step 5.		

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# How to Change or Delete a Travel Advance

## Procedure (continued)

Step	Action						
5	<p>Type <b>.DEL</b> in the upper left-hand corner of the screen and press <b>RETURN</b>.</p> <p><u>Result:</u> You will see the following message at the top of the screen:</p> <p><b>* You have deleted document # TAnnnnnnn</b></p> <p><u>Example:</u> This example shows you how to delete a Travel Advance document. Shaded areas represent data entered by user.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <pre> .DEL *** Enter .DEL and press return to delete TA Action  DOc-no  DEpt      PRepared-by    Date DEL     678432  009876    SMITH, IVA L.   042191                     </pre> </div>						
6	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="496 1045 990 1108">If you want to</th> <th data-bbox="990 1045 1416 1108">then</th> </tr> </thead> <tbody> <tr> <td data-bbox="496 1108 990 1203">change or delete another TA document</td> <td data-bbox="990 1108 1416 1203">return to step 2</td> </tr> <tr> <td data-bbox="496 1203 990 1266">return to the AIS menu</td> <td data-bbox="990 1203 1416 1266">press <b>PF7</b></td> </tr> </tbody> </table>	If you want to	then	change or delete another TA document	return to step 2	return to the AIS menu	press <b>PF7</b>
If you want to	then						
change or delete another TA document	return to step 2						
return to the AIS menu	press <b>PF7</b>						

## How to Copy a Travel Advance

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**Introduction** At times you may issue several Travel Advances to the same employee or vendor. Rather than retype all the information, you can copy an existing Travel Advance for that employee.

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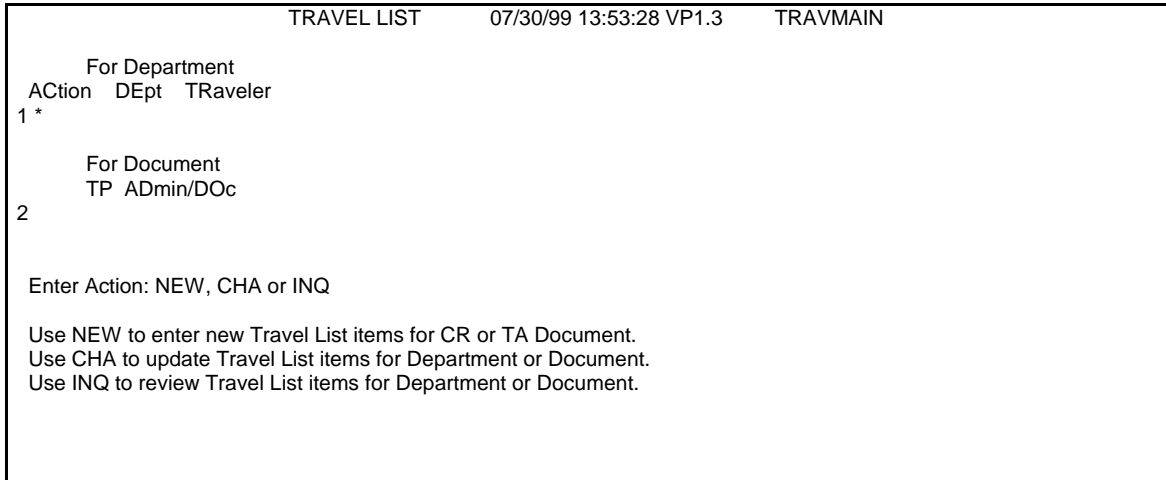
**Procedure** Follow the steps below to copy an existing Travel Advance document.

Step	Action
1	Select <b>Travel Advance</b> from the AIS menu.  <u>Result:</u> You will see the <b>Travel Advance</b> screen.
2	Type <b>NEW</b> in the <b>ACtion</b> field.
3	<b>TAB</b> to the <b>DOc-no</b> field.
4	Type the document number of the Travel Advance document you want to copy and press <b>RETURN</b> .  <u>Result:</u> You will see the Travel Advance document on the screen.
5	Make the necessary changes (e.g., Travel Advance amount, account number(s), payment reason).  <u>Note:</u> Refer to <u>How to Enter a Travel Advance</u> on page DS11-8 if you are not familiar with entering Travel Advances.
6	Finish the document.  <u>Note:</u> See <u>Finish and Approve a Document</u> on page DS12-1.

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# The Travel List Maintenance Screen

**Diagram** This is a diagram of the **Travel List Maintenance (TRAVMAIN)** screen.

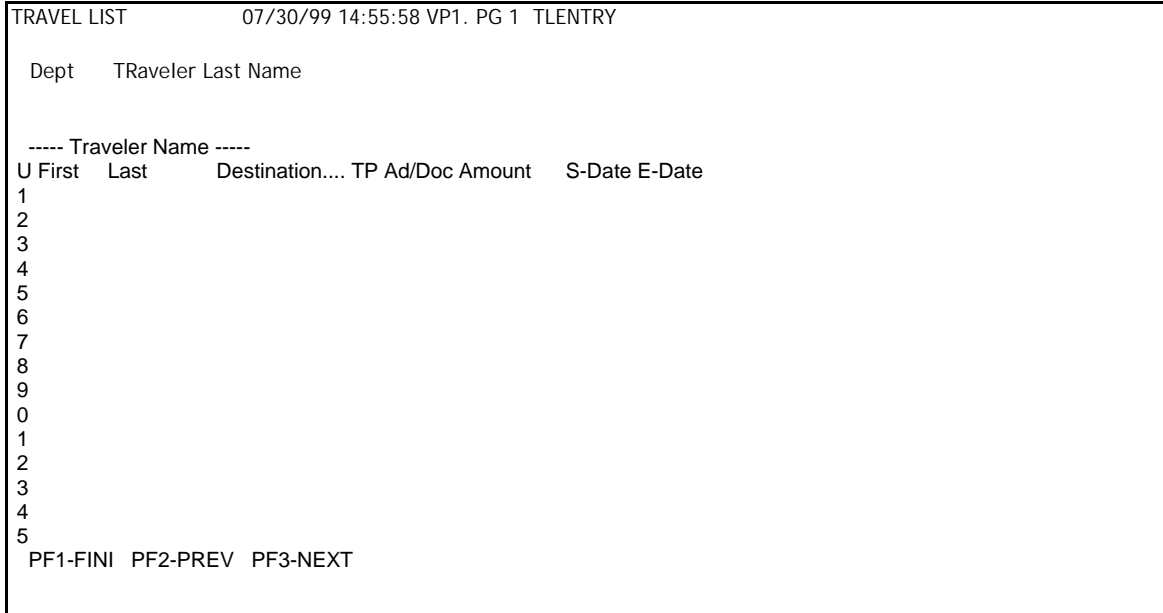


**Fields** This table describes the fields on the **Travel List Maintenance** screen.

Fields	Description
AAction	New, Change (CHA) or Inquire (INQ); indicates the type of action you wish to take; <b>NEW</b> requires a document number be entered and allows you to update traveler information related to the Check Request (CR) or Travel Advance (TA) document; <b>CHA</b> will let you change the travel information; <b>DEL</b> will let you delete travel information. (CHA and DEL require you to enter your department number or name of traveler).
DEpt	00 plus your four digit department number
TRaveler	Name of traveler, list last name or a portion of the last name
TP	Type of document; <b>CR</b> (Check Request), <b>TA</b> (Travel Advance), <b>TR</b> (Travel Expense Report)
ADmin/DOc	Six digit encumbrance number or document number

# The Travel List Screen

**Diagram** This is a diagram of the **Travel List (TRAVLIST)** screen.



**Fields** This table describes the fields on the **Travel List (TRAVLIST)** screen.

Fields	Description
Ad/Doc	Administrative or Document number
Dept	Four digit department number
Doc Total	Document total
First	First name of the traveler
Last	Last name of the traveler
Amount	Amount being charged to this traveler

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## The Travel List Screen

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### Fields (continued)

<b>Fields</b>	<b>Description</b>
S-Date	Start date of the trip; use mmddyy format
E-Date	End date of the trip; use mmddyy format
DEstination	City or country individual is traveling to

## How to Enter a New Travel List

**Procedure** Follow these steps to enter a new **Travel List**.

Step	Action									
1	Select <b>Travel</b> from the AIS menu.  <u>Result:</u> You will see the <b>Travel Menu (TRAVMENU)</b> screen.									
2	Select <b>Travel List Maintenance</b> .  <u>Result:</u> The <b>Travel List Maintenance (TRAVMAIN)</b> screen is displayed.									
3	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Complete these fields</th> <th style="text-align: center;">with</th> </tr> </thead> <tbody> <tr> <td>ACtion</td> <td><b>NEW</b> if you are creating a new Travel List</td> </tr> <tr> <td rowspan="2">TP</td> <td><b>CR</b> if the document is a Check Request</td> </tr> <tr> <td><b>TA</b> if the document is a Travel Advance</td> </tr> <tr> <td>ADmin/DOc</td> <td>document number or administrative number</td> </tr> </tbody> </table>	Complete these fields	with	ACtion	<b>NEW</b> if you are creating a new Travel List	TP	<b>CR</b> if the document is a Check Request	<b>TA</b> if the document is a Travel Advance	ADmin/DOc	document number or administrative number
Complete these fields	with									
ACtion	<b>NEW</b> if you are creating a new Travel List									
TP	<b>CR</b> if the document is a Check Request									
	<b>TA</b> if the document is a Travel Advance									
ADmin/DOc	document number or administrative number									
4	Press <b>RETURN</b> .  <u>Result:</u> You will see the <b>Travel List</b> screen.									

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## How to Enter a Travel List

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### Procedure (continued)

Step	Action	
5		
	<b>complete these fields</b>	<b>with</b>
	First	traveler's first name
	Last	traveler's last name
	Amount	amount being charged to this traveler
	S-Date	start date of the trip
	E-Date	ending date of the trip
	DEstination	city or country individual is traveling to
6	Repeat step 5 for each traveler you want to list for the given document.	
7	When finished, press <b>PF1</b> .  <u>Result:</u> The list will be updated and you will return to the <b>Travel Menu</b> .	

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## Example of a New Travel List

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### Example

This is an example of a new **Travel List**. This entry is being made against TA 608999.

**Note:** The system will take you to this screen anytime you create a Travel Advance or Check Request that uses budget 36. Or you can use the **Travel List Maintenance** option on the Travel Menu.

TRAVEL LIST		07/30/99 14:55:58 VP1. PG 1 TLENTY				
^D/Doc: 608999 Dept:: 009876						
----- Traveler Name -----						
	First	Last	Amount	S-Date	E-Date	DEstination
1	<u>HERBERT</u>	<u>KRULL</u>	<u>200.00</u>	<u>080993</u>	<u>091293</u>	<u>JEFFERSON CITY</u>
2						
3						
4						
5						
6						
7						
8						
9						
0						
1						
2						
3						
4						
5						
PF1-FINI PF2-PREV PF3-NEXT						

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### **DO9: A NEW TRAVEL LIST**

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# How to Change or Review a Travel List

**Procedure** Follow these steps to change or review a **Travel List**.

Step	Action	
1	Select <b>Travel</b> from the AIS menu.  <u>Result:</u> You will see the <b>Travel Menu (TRAVMENU)</b> screen.	
2	Select <b>Travel List Maintenance</b> .  <u>Result:</u> The <b>Travel List Maintenance (TRAVMAIN)</b> screen is displayed.	
3	<b>Complete these fields</b> <b>with</b>	
	ACtion	<b>CHA</b> if you want to change a Travel List <b>INQ</b> if you want to review a Travel List
	DEpt	your six digit department number
	TRaveler	the traveler's last name (optional)  <u>Note:</u> If you include the traveler's last name, you will see a list of documents for that person <b>ONLY</b>
4	Press <b>RETURN</b> .  <u>Result:</u> You will see the <b>Travel List</b> screen.	
5	Are you changing or reviewing the Travel List?  If <b>reviewing</b> , go to step 6. If <b>changing</b> go to step 8.	

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## How to Change or Review a Travel List

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**Procedure** (continued)

Step	Action														
6	Review the list. When finished, press <b>PF7</b> to return to the <b>Travel Menu</b> .														
7	Do you want to review another list?  If <b>yes</b> , go to step 3. If <b>no</b> , press <b>PF7</b> until you return to the AIS menu.														
8	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">If you want to</th> <th style="text-align: center;">then go to</th> </tr> </thead> <tbody> <tr> <td>add a traveler</td> <td>step 9</td> </tr> <tr> <td>delete a traveler</td> <td>step 12</td> </tr> <tr> <td>change an entry</td> <td>step 16</td> </tr> <tr> <td>finish the list</td> <td>step 18</td> </tr> </tbody> </table>	If you want to	then go to	add a traveler	step 9	delete a traveler	step 12	change an entry	step 16	finish the list	step 18				
If you want to	then go to														
add a traveler	step 9														
delete a traveler	step 12														
change an entry	step 16														
finish the list	step 18														
9	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">complete these fields</th> <th style="text-align: center;">with</th> </tr> </thead> <tbody> <tr> <td>First</td> <td>traveler's first name</td> </tr> <tr> <td>Last</td> <td>traveler's last name</td> </tr> <tr> <td>Amount</td> <td>amount being charged to this traveler</td> </tr> <tr> <td>S-Date</td> <td>start date of the trip</td> </tr> <tr> <td>E-Date</td> <td>ending date of the trip</td> </tr> <tr> <td>DEstination</td> <td>city or country individual is traveling to</td> </tr> </tbody> </table>	complete these fields	with	First	traveler's first name	Last	traveler's last name	Amount	amount being charged to this traveler	S-Date	start date of the trip	E-Date	ending date of the trip	DEstination	city or country individual is traveling to
complete these fields	with														
First	traveler's first name														
Last	traveler's last name														
Amount	amount being charged to this traveler														
S-Date	start date of the trip														
E-Date	ending date of the trip														
DEstination	city or country individual is traveling to														
10	Repeat step 9 for each traveler you want to list for the given document.														
11	Go to step 8.														
12	To delete a travel, <b>TAB</b> to the traveler you want to delete.														

## How to Change or Review a Travel List

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### Procedure (continued)

Step	Action
13	Type a <b>D</b> over the number at the beginning of the line.
14	Repeat steps 10 and 11 for each traveler you want to delete.
15	Go to step 8.
16	To change an entry, <b>TAB</b> to the line you want to change.
17	Type your changes.
18	When finished, press <b>PF1</b> .  <u>Result:</u> The list will be updated and you will return to the <b>Travel Menu</b> .

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## Example: Changing a Travel List

**Example** This is an example of an existing **Travel List**.

TRAVEL LIST MAINTENANCE		07/30/99 14:55:58 VP1. PG 1		TLMAINT			
ACtion	Dept	TRaveler	Last Name				
INQ	000233						
D ----- Traveler Name -----							
U	First	Last	Destination....	TP Ad/Doc	Amount	S-Date	E-Date
1	MARY	MARTIN	ST. LOUIS	CR 023456	42.25	020399	020399
2	ROBERT	DUVAL	ALEXANDRIA, VA	CR 041233	695.00	021699	021799
3	JANE	WYMAN	ST. LOUIS, MO	CR 049876	195.00	021799	021999
4	MARY	TRAVIS	ST. LOUIS, MO	CR 041111	195.00	021799	021999
5	MARY	MARTIN	WASHINGTON, DC	CR 042222	399.00	020399	020599
6	KEVIN	BACON	WASHINGTON, DC	CR 034433	897.75	012599	012999
7	PATRICK	SWAYZE	WASHINGTON, DC	CR 032323	897.75	012599	012999
8	KEITH	CARADINE	WASHINGTON, DC	CR 032333	897.75	012599	012999
9	BILL	COSBY	WASHINGTON, DC	CR 032100	897.75	012599	012999
0	CYNTHIA	LENNON	ST. LOUIS, MO	CR 034567	41.00	031699	041599
1	DONNA	REED	ST. LOUIS, MO	CR 036543	41.00	031699	041599
2	MAY	WEST	ST. LOUIS, MO	CR 036666	40.00	031699	041599
3	DONALD	SUTHERLAND	ST. LOUIS, MO	CR 037654	195.00	020299	020299
4	HELEN	HAYES	ST. LOUIS, MO	CR 039090	99.00	022399	022399
5	PAUL	NEWMAN	ST. LOUIS, MO	CR 035432	99.00	022399	022399
PF1-FINI PF2-PREV PF3-NEXT							

### D10: CHANGING/REVIEWING A TRAVEL LIST