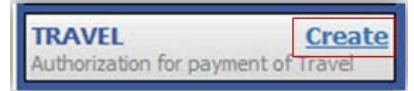


## Creating an eVoucher Travel Authorization

**Note:** There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

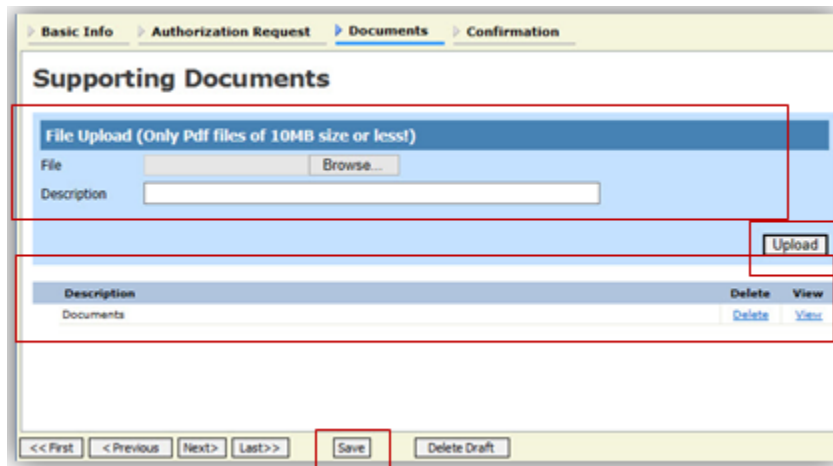


1. From the Appointment page, click the **Create** next to TRAVEL.
2. The Basic Info page appears. The Travel Agency to be Used section automatically populates.

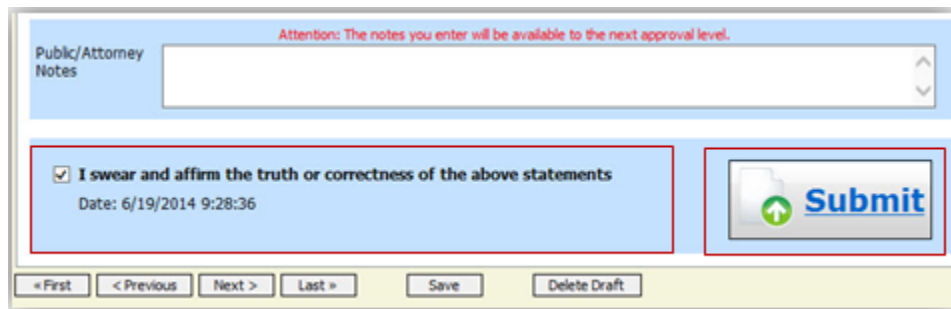
3. Click the **Authorization Request** tab, or click **Next** on the progress bar.
4. Complete all required fields marked with red asterisks, and then click **Add**.
5. The information appears in the table at the bottom of the screen. Click **Save**.

Name	Purpose	Travel To	Travel Date	Requested
Wendy Wilson	Acquire documents	Los Angeles, CA	July 14, 15	490.00

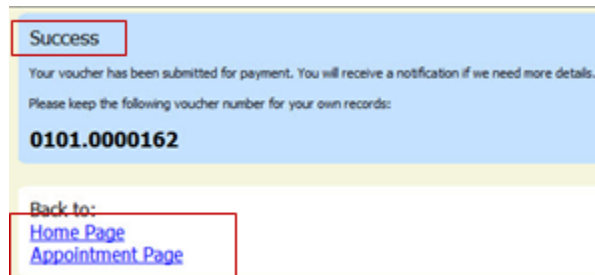
6. Click the **Documents** tab, or click **Next** on the progress bar.
7. Click **Browse** to select a PDF file to attach. Click **Upload**. **Note:** All documents must be submitted in PDF format and must be 10 MB or less.
8. The document appears at the bottom of the Description column.
9. Click **Save**.



10. The **Confirmation** tab appears. Verify all information is correct.
11. Select the affirmation check box, which automatically time stamps the voucher.
12. Click **Submit**.



13. A confirmation screen appears, indicating the previous action was successful and the voucher has been submitted.
14. Click the **Home Page** hyperlink to return to the home page. Click the **Appointment Page** hyperlink if you wish to create an additional document for this appointment.



15. The travel voucher now appears in the My Submitted Documents section.