

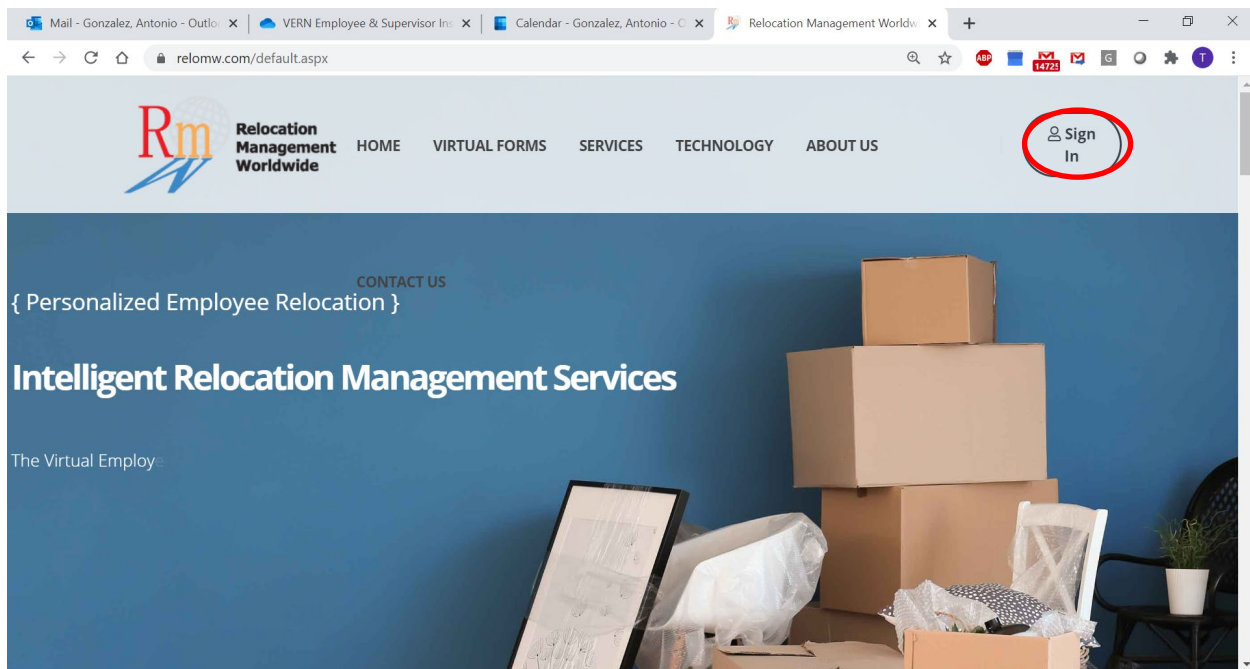
Virtual Employee Network (VEN) Employee Instructional Aid Creating a Travel Voucher (Version 11/2020)

Purpose of this Instructional Aid: To assist relocating employees with their online electronic voucher submission to the Interior Business Center via the Virtual Employee network (VEN).

Please do not submit any personal identifiable information (PII) with your travel voucher (i.e. Socials, birth dates, banking information). Make sure to redact any PII prior to submitting voucher or uploaded receipts.

Signing into VEN

1. Go to: <https://relomw.com/> to login into VEN. (a) Click 'Sign In' link and follow the prompts to login.



Virtual Employee Network (VEN)

Employee Instructional Aid

Creating a Travel Voucher

(Version 11/2020)

Main Employee Portal

This is your main employee portal page. This page contains:

Column 1

- PCS Travel Voucher submission (Where you go to create and submit PCS travel vouchers)
- PCS travel Voucher Instructional Guides and Videos
- Ability to send message to your IBC or RMW move coordinator

Column 2

- Reflects current status of PCS voucher submissions (Started, signed, submitted for payment)
- Reflects IBC Accounting Technician POC processing each PCS voucher type
- Household Goods Scheduled Survey, Pack, Load, Delivery dates.
- Ability to create or update a To-Do list via online or through mobile application

Column 3

- IBC Move Coordinator Contact information
- RMW Move Coordinator Contact information

The screenshot shows the main employee portal page. At the top, there is a navigation bar with the Interior Business Center logo and user information: "Hello Employee8 TestorFromAgency8 with Interior Business Center | Edit Profile | Logout". Below this, the user's relocation details are shown: "Your Relocation: Yellowstone NP, WY USA to Gunnison, CO USA #82331".

The main content area is divided into several sections:

- Home:** Includes a red button for "PCS Travel Voucher Submission", a link for "PCS Travel Voucher Instructional Video & Guide", and a "SEND MESSAGE" section with a dropdown menu for "To: IBC Coordinator: daniel_biz" and a "Message Title" field.
- VOUCHER STATUS:** Displays "Currently No Attachments".
- IMPORTANT DATES:** Features a calendar for December 2017. The calendar shows dates from 1 to 31, with the 14th highlighted in red. Below the calendar is a "zoom calendar" button.
- CONTACTS:** Lists two coordinators: "My RMW Coordinator" (Amanda Glass, 856-528-6678, aglass@relocationmw.com) and "My IBC Coordinator" (Daniel Bizu, 303-969-5603, Fax: 303-969-7281, daniel_bizu@ibc.dps.gov).
- TO-DO LIST:** Includes a form with "Description:" and "Reminder Date:" fields, and an "Add To-do" button.

Virtual Employee Network (VEN) Employee Instructional Aid Creating a Travel Voucher (Version 11/2020)

PCS Travel Voucher Instructions and Video

1. From the main employee portal, click '**PCS Travel Voucher Instructional Video & Guide**' to see video and specific voucher type instructional aides.

The screenshot shows the Interior Business Center employee portal. The top navigation bar includes the Interior Business Center logo, user information for 'Employee8 TestorFromAgency8', and a 'Logout' link. The main content area is divided into several sections:

- Home:** Contains two links: 'PCS Travel Voucher Submission' (highlighted with a red box) and 'PCS Travel Voucher Instructional Video & Guide' (highlighted with a blue circle and a question mark).
- VOUCHER STATUS:** Displays 'Currently No Attachments'.
- IMPORTANT DATES:** Lists various events with dates, such as 'Scheduled Survey' (12/14/2017), 'Scheduled Pack' (4/23/2018 - 4/23/2018), 'Scheduled Load' (4/24/2018 - 4/24/2018), 'Scheduled Delivery' (4/26/2018 - 5/1/2018), 'Pack Completed' (4/23/2018), 'Load Completed' (4/24/2018), and 'Delivered' (4/29/2018). A calendar for December 2017 is also visible.
- SEND MESSAGE:** A form for sending messages to the IBC Coordinator (daniel_biz).
- CONTACTS:** Lists 'My IBC Coordinator' (Amanda Glass) and 'My IBC Coordinator' (Daniel Bizu).
- TO-DO LIST:** A section for adding tasks with fields for 'Description' and 'Reminder Date'.

2. Utilize the video and voucher specific instructional aides to assist with the preparation and submission of your VEN online travel voucher. Click 'Go back Home' to get back to the employee portal page.

Virtual Employee Network (VEN) Employee Instructional Aid Creating a Travel Voucher (Version 11/2020)

Creating PCS travel Voucher

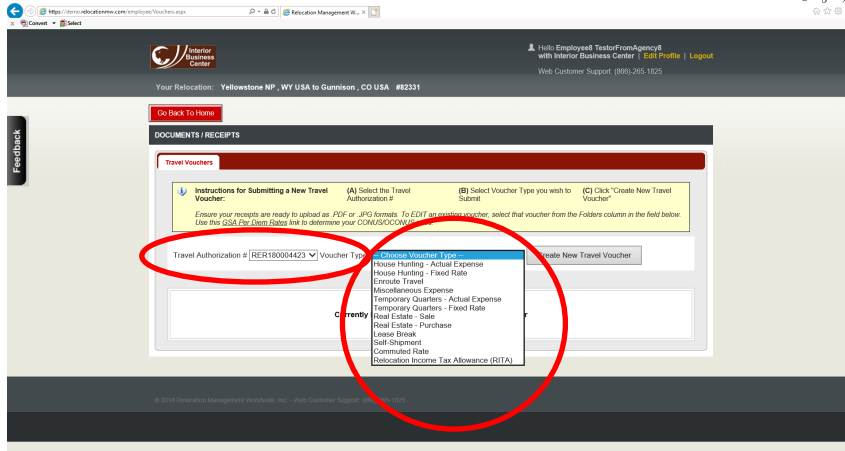
1. From the main employee portal, click '**PCS Travel Voucher Submission**' link

2a. Your Travel Authorization(s) will be auto populated. If an employee has more than one move, select the applicable Travel Authorization number that corresponds to the voucher you are submitting.

Virtual Employee Network (VEN) Employee Instructional Aid Creating a Travel Voucher (Version 11/2020)

2b. Select the voucher type you wish to submit for reimbursement.

2c. Click the 'Create New Travel Voucher' button to open your travel voucher.



3. This screen is step 1 and is where relocating employees will fill out their PCS travel voucher.

(a) Click the '**PCS Travel Voucher Instructional Video & Guide**' to open the applicable instructional aide to assist with the completion of your voucher (If not already open)

(b) Complete page 1 of the OF1012 as prescribed in instructional aide.

Note: Step 1 (Travel Voucher Entry) contains: (1) Link to instructions to assist employees with the screen they are on. (2) Ability to right size the screen based on your monitor resolution and preference.

Virtual Employee Network (VEN)

Employee Instructional Aid

Creating a Travel Voucher

(Version 11/2020)

https://demo.relocationmw.com/employee/VoucherEdit.aspx?id=565448

Relocation Management W...

Vouchers Home Go Back

1 TRAVEL VOUCHER ENTRY

2 RECEIPTS / DOCUMENTS

3 REVIEW TRAVEL VOUCHER

4 DIGITAL SIGNATURE

5 VOUCHER E-STATUS

Save Next Step

Voucher B - Miscellaneous Expense

Zoom To: Best Fit 50% 75% 100%

PCS Travel Voucher Instructional Video & Guide ?

TRAVEL VOUCHER

(Read the Privacy Act Statement on the back)

5. a. NAME (Last, First, Middle Initial)	1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION, OR OFFICE	2. TYPE OF TRAVEL		3. VOUCHER NUMBER	
		<input type="checkbox"/> TEMPORARY DUTY <input checked="" type="checkbox"/> PERMANENT CHANGE OF STATION		4. SCHEDULE NUMBER	
c. MAILING ADDRESS (Include ZIP Code)	b. SOCIAL SECURITY NUMBER	6. PERIOD OF TRAVEL			
		a. FROM		b. TO	
e. PRESENT DUTY STATION	f. RESIDENCE (City and State)	d. OFFICE TELEPHONE NUMBER		7. TRAVEL AUTHORIZATION	
				a. NUMBER(S)	b. DATE(S)
				RER180004423	
				10. CHECK NUMBER	
8. TRAVEL ADVANCE		9. CASH PAYMENT RECEIPT		11. PAID BY	
a. Outstanding		a. DATE RECEIVED		b. AMOUNT RECEIVED	
b. Amount to be applied		c. PAYEE'S SIGNATURE			
c. Amount due Government Attached: <input type="checkbox"/> Check <input type="checkbox"/> Cash					
d. Balance outstanding					
12. GOVERNMENT TRANSPORTATION		I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described below			Traveler's Initials

1 of 2

2 of 2

Virtual Employee Network (VEN)

Employee Instructional Aid

Creating a Travel Voucher

(Version 11/2020)

(c) Complete page 2 of the OF 1012 as prescribed in the instructional aide.

OPTIONAL FORM 1012 (REV. 10/2016)

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

INSTRUCTIONS TO TRAVELER (Unlisted items are self-explanatory)

Column (c): If the voucher includes per diem allowances for members of employee's immediate family, show member's names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization.)

Column (d) thru (g): Show amount incurred for each meal, including tax and tips, and daily total meal cost.

Column (h): Show expenses, such as laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals).

Column (i): Complete for per diem and actual expense travel.

Column (j): Show total subsistence expense incurred for actual expense travel.

Column (k): Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from column (j) or maximum rate.

Column (l): Show expenses, such as taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

Complete this information if this is a continuation sheet.

PAGE 2 OF 2 PAGES

TRAVEL AUTHORIZATION NUMBER: RER180004423

TRAVELER'S LAST NAME: Stoorza

DATE	TIME (hour and am/pm)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanations of expense)	ITEMIZED SUBSISTENCE EXPENSES						MILEAGE RATE: NUMBER OF MILES (k)	MILEAGE	AMOUNT CLAIMED		
			BREAKFAST	LUNCH	DINNER	TOTAL	MISCELLANEOUS SUBSISTENCE	LODGING			TOTAL SUBSISTENCE EXPENSE	SUBSISTENCE	OTHER
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
8/31		Miscellaneous Expense				\$ 0.00	\$ 1,300.00		\$ 1,300.00		\$ 0.00	\$ 1,300.00	
/						\$ 0.00			\$ 0.00		\$ 0.00	\$ 0.00	
/						\$ 0.00			\$ 0.00		\$ 0.00	\$ 0.00	
/						\$ 0.00			\$ 0.00		\$ 0.00	\$ 0.00	
/						\$ 0.00			\$ 0.00		\$ 0.00	\$ 0.00	
/						\$ 0.00			\$ 0.00		\$ 0.00	\$ 0.00	
/						\$ 0.00			\$ 0.00		\$ 0.00	\$ 0.00	
/						\$ 0.00			\$ 0.00		\$ 0.00	\$ 0.00	
/						\$ 0.00			\$ 0.00		\$ 0.00	\$ 0.00	
/						\$ 0.00			\$ 0.00		\$ 0.00	\$ 0.00	
/						\$ 0.00			\$ 0.00		\$ 0.00	\$ 0.00	

4. Scroll up to the top and click 'Next Step' to move to Step 2 (Receipts/Documents).

Interior Business Center

Your Relocation: Yellowstone NP, WY USA to Gunnison, CO USA #82331

Hello Employee8 TestorFromAgency8 with Interior Business Center | [Edit Profile](#) | [Logout](#)

1 TRAVEL VOUCHER ENTRY **2** RECEIPTS / DOCUMENTS **3** REVIEW TRAVEL VOUCHER **4** DIGITAL SIGNATURE **5** VOUCHER E-STATUS

[Vouchers Home](#) [Go Back](#) [Save](#) [Next Step](#)

Voucher B - Miscellaneous Expense

Zoom To: Best Fit 50% 75% 100% PCS Travel Voucher Instructional Video & Guide ?

TRAVEL VOUCHER (Read the Privacy Act Statement on the back)

1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION, OR OFFICE

2. TYPE OF TRAVEL
 TEMPORARY DUTY
 PERMANENT CHANGE OF STATION

3. VOUCHER NUMBER

4. SCHEDULE NUMBER

5. TRAVELER'S NAME (Last, First, Middle Initial)

6. PERIOD OF TRAVEL
 a. FROM b. TO

7. TRAVEL AUTHORIZATION
 a. NUMBER(S) b. DATE(S)
 RER180004423

8. TRAVEL ADVANCE
 a. Outstanding
 b. Amount to be applied
 c. Amount due Government
 Attached: Check Cash
 d. Balance outstanding

9. CASH PAYMENT RECEIPT
 a. DATE RECEIVED b. AMOUNT RECEIVED
 c. PAYEE'S SIGNATURE

10. CHECK NUMBER

11. PAID BY

12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION

I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described below.

AGENTS ISSUING MODE, CLASS OF DATE POINTS OF TRAVEL
 (LAST NAME) (OFFICE) (OF TRAVEL) RECEIVED

Traveler's Initials

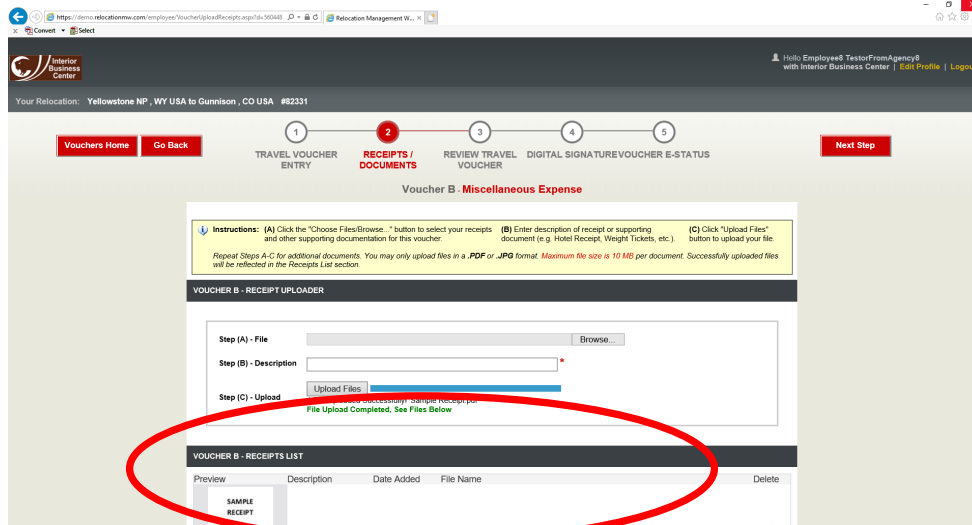
Virtual Employee Network (VEN) Employee Instructional Aid Creating a Travel Voucher (Version 11/2020)

5. This is Step 2 (receipts/documents) and is where your receipts and other supporting documents will be uploaded and attached to your PCS travel voucher. **Only .PDF or .JPG file formats can be uploaded into VEN. Any other formats will not be accepted by the VEN application. Maximum file size for each upload is 25MB.**

- (a) Browse for files on your computer
- (b) Type in description of your file (e.g. Lodging receipt, rental car receipt, etc.)
- (c) Click '**Upload Files**'
- (d) Repeat steps a-c for additional files.

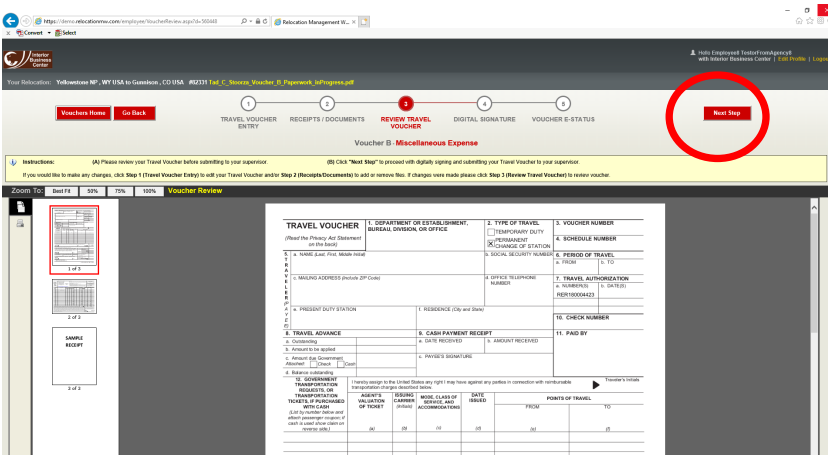
(e) Your successfully uploaded PDF or JPG formatted files will be displayed below in the '**RECEIPTS LIST**' Section.

Virtual Employee Network (VEN) Employee Instructional Aid Creating a Travel Voucher (Version 11/2020)



6. This is Step 3 (Review Travel voucher) and where you can review your PCS travel voucher entries and ensure all attached files (e.g. receipts, proof of payment, etc.) are included with your voucher.

- (a) Scroll through your voucher to review your entries
- (b) If you need to make adjustments to the voucher or need to upload additional receipts, click on 'Step 1' or 'Step 2' of the progress bar.
- (c) After voucher and attached files are reviewed click the 'Next Step' button.

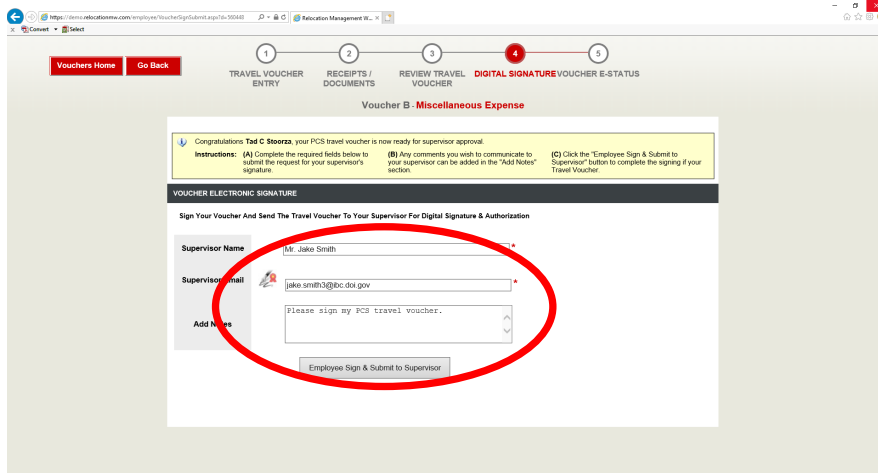


7. This is Step 4 (Digital Signature), where you will use your PIV card to sign your voucher which is then sent via an automated workflow to your supervisor for approval.

- (a) Type in your supervisors name (e.g. John Adams)
- (b) Type in your supervisors email address.
- (c) Type in any notes you wish to convey to your supervisor. These notes will be reflected on the approval notification email a supervisor receives.

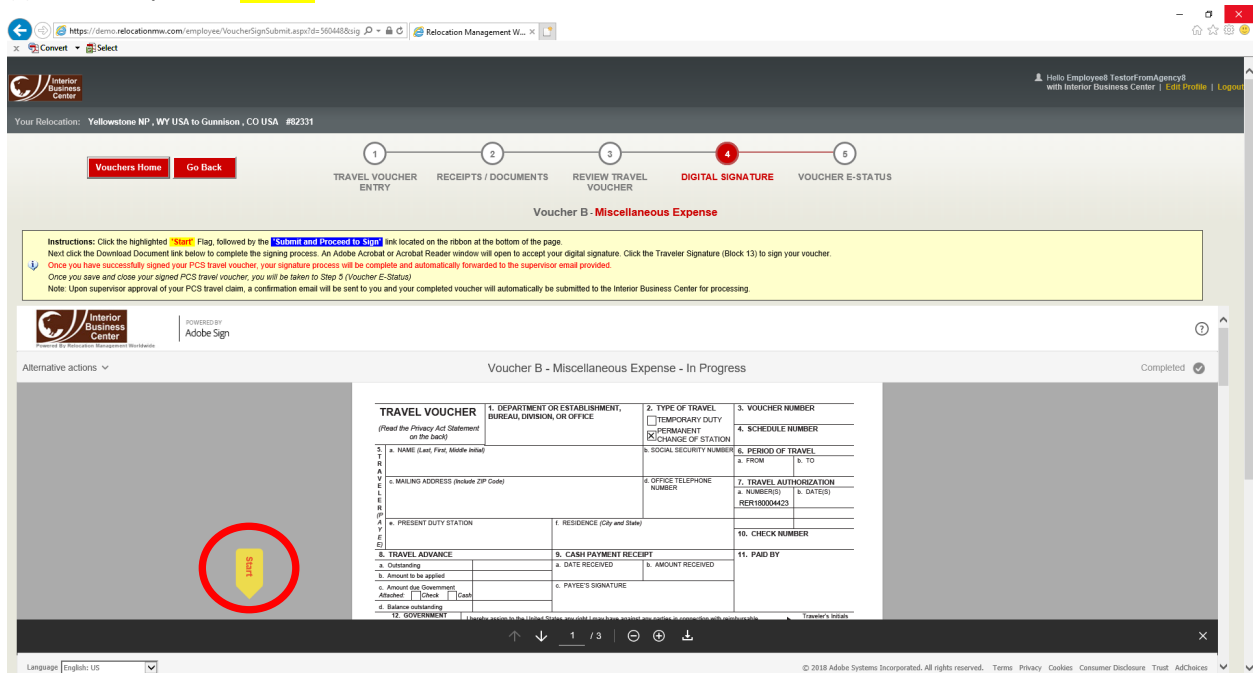
Virtual Employee Network (VEN) Employee Instructional Aid Creating a Travel Voucher (Version 11/2020)

(d) Click the 'Employee Sign & Submit to Supervisor' button to digitally sign your voucher.



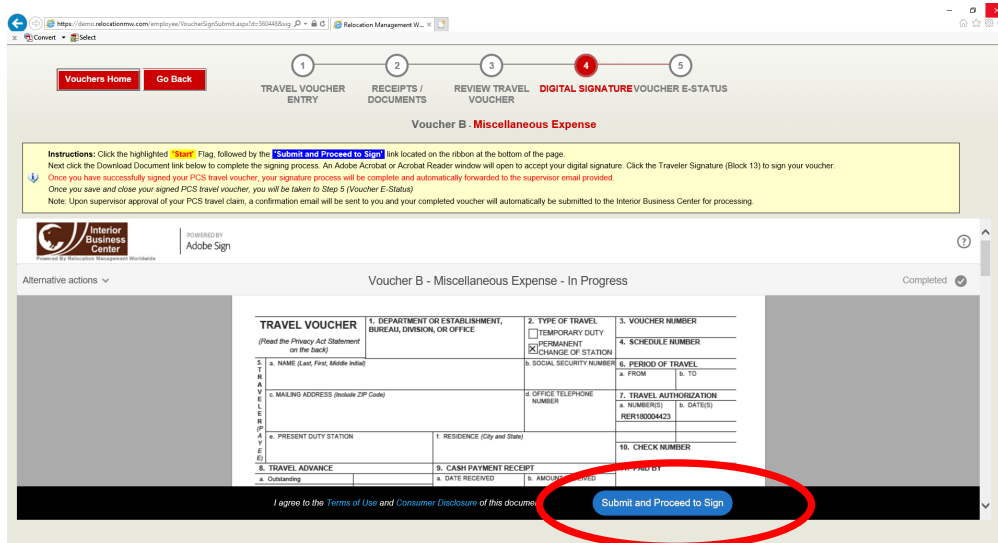
(e) Follow the instructions in yellow at the top of this page to assist you with the signing of your voucher.

(f) Click the yellow 'START' arrow.

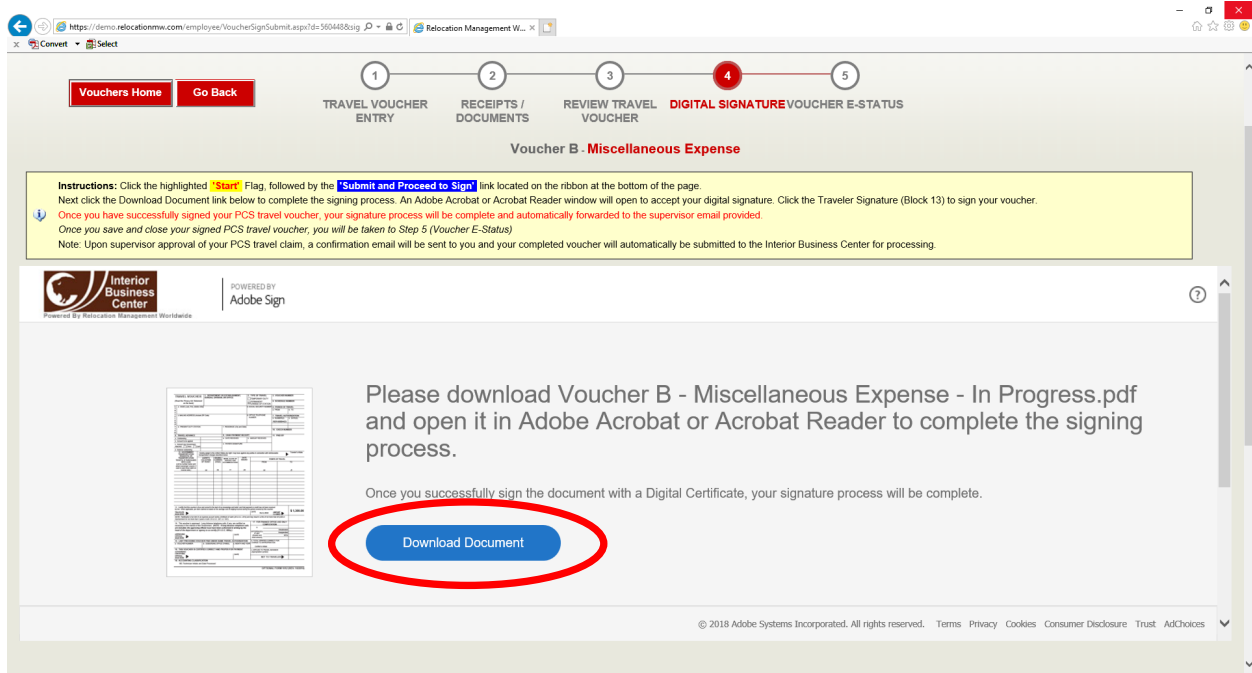


(g) If not already there, scroll down to the bottom of the screen and click on the blue 'Submit and Proceed to Sign' button. There are two scroll bars on the right to assist getting to the bottom of the screen.

Virtual Employee Network (VEN) Employee Instructional Aid Creating a Travel Voucher (Version 11/2020)



(H) Click the **'Download Document'** button to download your voucher. **NOTE: The downloaded file must be opened outside of a browser. See below for instructions**

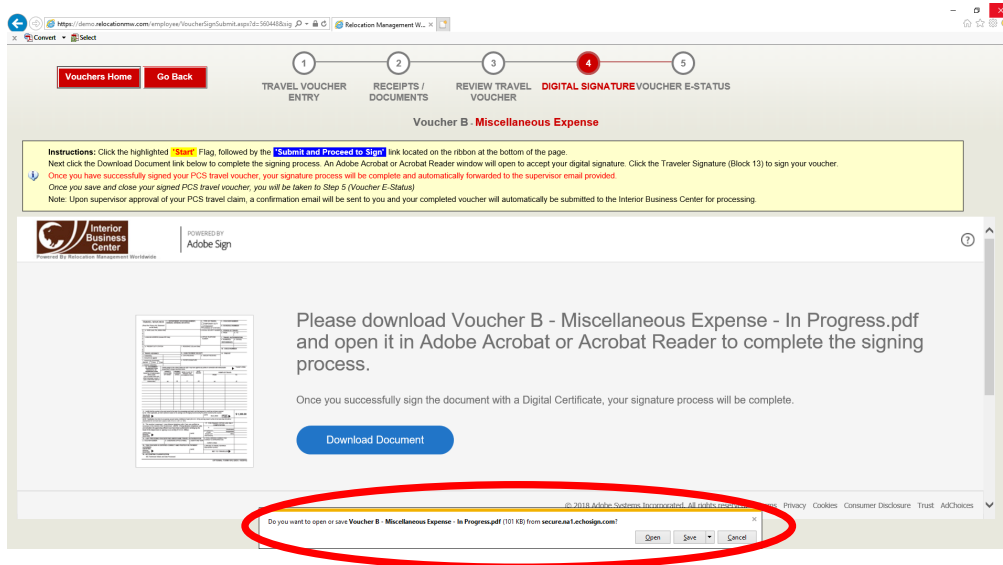


(I) Downloading a PDF file is a little different depending on what browser you are using. See below examples for Internet Explorer and Google Chrome.

Virtual Employee Network (VEN) Employee Instructional Aid Creating a Travel Voucher (Version 11/2020)

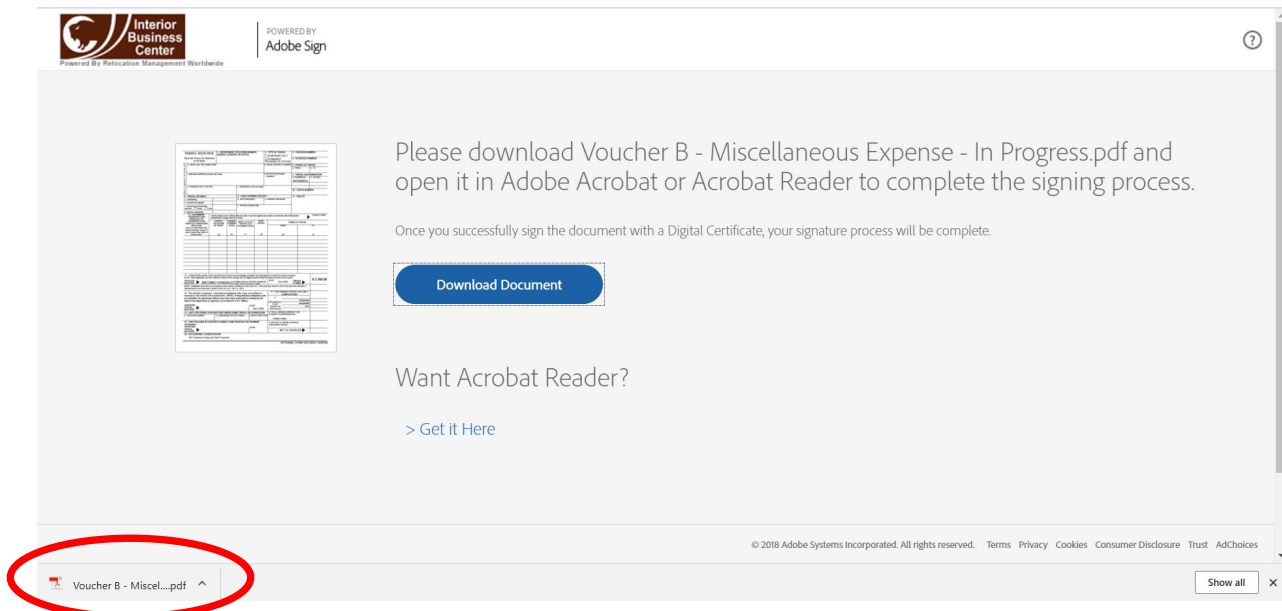
A. Internet Explorer Downloading

- Click the 'Open' button on the ribbon at the bottom of screen to open your PDF travel voucher file.
- Go to Step J of these instructions.



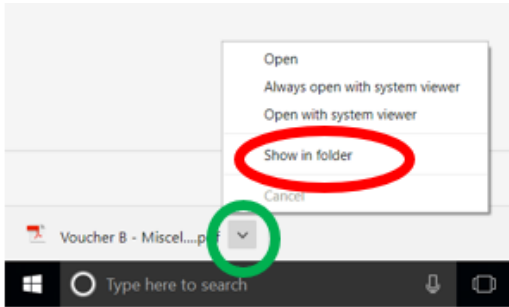
B. Google Chrome Downloading

- After clicking the blue '**Download Document**' button, the PDF file will download and move to the lower left-hand side of the screen.

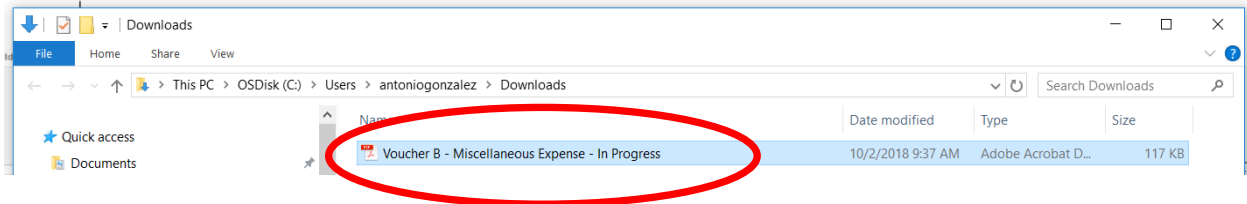


Virtual Employee Network (VEN) Employee Instructional Aid Creating a Travel Voucher (Version 11/2020)

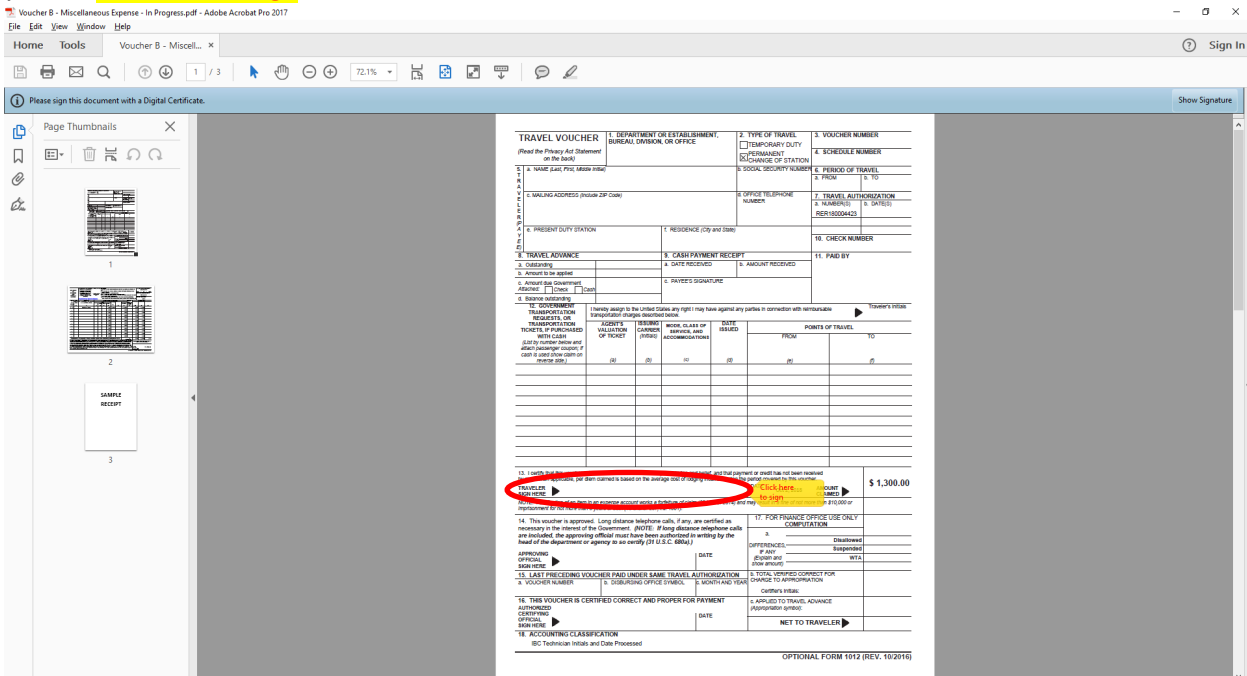
- Click the up arrow to display another box, and then select 'Show in Folder'



- (a) A File Explorer window will open, and the downloaded travel voucher file will be highlighted. (b) Double click on the pdf travel voucher file to open.
- Go to Step J of these instructions.

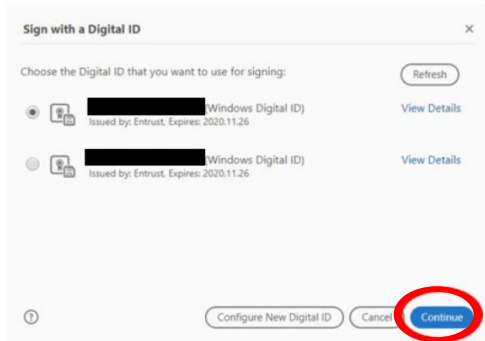


(J). With your PCS travel voucher now opened, scroll down to block 13. Click in **Block 13** to the left of the yellow 'Click here to sign' tab.

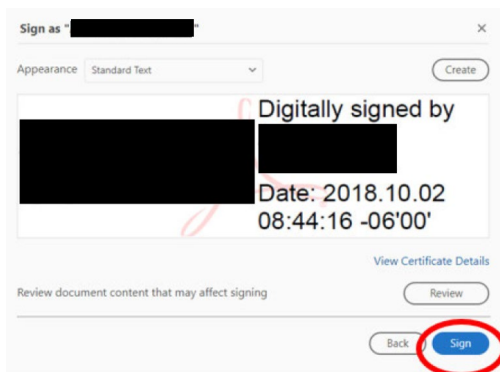


Virtual Employee Network (VEN) Employee Instructional Aid Creating a Travel Voucher (Version 11/2020)

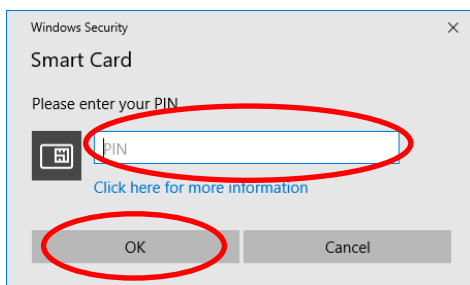
(K) A box reflecting your PIV certificates will display. Click **Continue**



(L) Another box with your name will be displayed. Click **Sign**.



(M) Type in your PIV card pin number and click **OK**

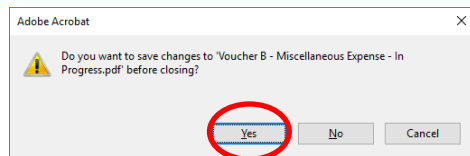


Virtual Employee Network (VEN) Employee Instructional Aid Creating a Travel Voucher (Version 11/2020)

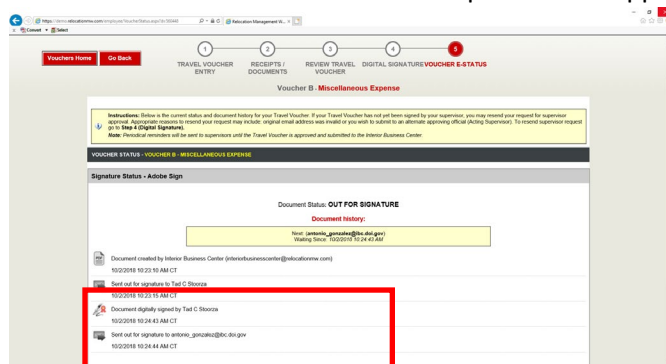
(N) After entering your PIV card pin and clicking 'ok', your digital signature will be displayed. **NOTE: Your voucher is automatically sent to your supervisor via the VEN workflow.**

The screenshot shows a completed 'TRAVEL VOUCHER' form in Adobe Acrobat Pro 2017. The form is titled 'TRAVEL VOUCHER' and includes fields for Department or Establishment, Type of Travel, Voucher Number, and Traveler Information. A red circle highlights the 'TRAVEL ADVANCE' section, which shows a total amount of \$1,300.00. The form also includes a table for 'POINTS OF TRAVEL' and a section for 'FOR FINANCE OFFICE USE ONLY'.

(O) While not required, you may save your signed voucher at this time by clicking 'Yes'.



(P) After completing the signing of your voucher, your VEN screen will auto refresh and take you to Step 5 (Voucher E-Status). The document history screen reflects: (a) You digitally signed your voucher (b) Your voucher has been auto sent to supervisor for approval.



Virtual Employee Network (VEN) Employee Instructional Aid Creating a Travel Voucher (Version 11/2020)

(Q) Click the **Interior Business Center** Logo in the upper left hand side of the screen to take you back to the main employee portal screen.

Instructions: Below is the current status and document history for your Travel Voucher. If your Travel Voucher has not yet been signed by your supervisor, you may resend your request for supervisor approval. Appropriate reasons to resend your request may include: original email address was invalid or you wish to submit to an alternate approving official (Acting Supervisor). To resend supervisor request go to Step 4 (Digital Signature).
Note: Periodical reminders will be sent to supervisors until the Travel Voucher is approved and submitted to the Interior Business Center.

VOUCHER STATUS - VOUCHER C - MISCELLANEOUS EXPENSE

Signature Status - Adobe Sign

Document Status: **OUT FOR SIGNATURE**

Document history:

Document created by Interior Business Center (interiorbusinesscenter@relocationmw.com)	10/3/2018 3:49:34 PM CT
Sent out for signature to Tad C Stoorza	10/3/2018 3:49:40 PM CT
Document digitally signed by Tad C Stoorza	10/3/2018 3:51:21 PM CT
Sent out for signature to antonio_gonzalez@ibc.doi.gov	10/3/2018 3:51:23 PM CT

Last Refresh: 10/3/2018 4:02:08 PM

8. After signing voucher, relocating employees will receive an email stating their voucher has been submitted to their supervisor for approval.

system@relocationmw.com <system@relocationmw.com>
to me



U.S. Department of the Interior



Your voucher has been submitted to Mr. [REDACTED] ([REDACTED]@ibc.doi.gov) for approval.

Travel Authorization # RE [REDACTED]

Virtual Employee Network (VEN) Employee Instructional Aid Creating a Travel Voucher (Version 11/2020)

9. This is the email notification supervisors receive.

Interior Business Center Has Sent You Voucher B - Miscellaneous Expense - In Progress to Sign

Interior Business Center (Interior Business Center) says:
"NOTE TO SUPERVISOR:
[REDACTED] has sent you their Voucher B (Miscellaneous Expense) for your supervisor approval.

To APPROVE this PCS travel voucher and submission to the Interior Business Center for processing, follow the link below "Click here to review and sign Voucher B - Miscellaneous Expense - In Progress". A new browser tab will open containing the voucher to be reviewed and signed. Review the voucher and click the highlighted "Start" flag, followed by clicking the "Submit and Proceed to Sign" link located on the ribbon at the bottom of the page.

To DECLINE the travel voucher, click "Alternative Actions" located in the upper left corner of the screen. Select "I will not e-sign" and enter the reason(s) for declining the voucher. The employee will receive an email notification of this action.

The voucher will automatically be submitted to the Interior Business Center for processing."

[Click here to review and sign Voucher B - Miscellaneous Expense - In Progress.](#)

After you sign Voucher B - Miscellaneous Expense - In Progress, all parties will receive a final PDF copy by email.

A. After the supervisor digitally signs the employee's voucher, the relocating employee will receive notification of this action. The notification email also has the signed (By Employee and Supervisor) PCS travel voucher attached.

system@relocationmw.com <system@relocationmw.com>
to me

Interior Business Center U.S. Department of the Interior

The voucher has been signed and approved by Mr. [REDACTED] ([\[REDACTED\].gov](#))

Your voucher has been submitted for processing to the Interior Business Center.

Travel Authorization #	RE [REDACTED]
Employee Name	[REDACTED]
Voucher Type	Miscellaneous Expense

Virtual Employee Network (VEN) Employee Instructional Aid Creating a Travel Voucher (Version 11/2020)

CHECKING THE STATUS OF YOUR SUBMITTED VOUCHER

1. From the main employee portal screen click the red **'PCS Travel Voucher Submission'** button to check the status of your voucher.

The screenshot displays the employee portal interface. The browser address bar shows the URL: <https://demo relocationrms.com/employee/default.aspx>. The page title is "Relocation Management W...".

The main content area is divided into several sections:

- Home:** Contains a red button labeled "PCS Travel Voucher Submission", which is circled in red. Below it are links for "Personal Message" and "Instructional Video & Guide".
- SEND MESSAGE:** A form with fields for "To:" (set to "IBC Coordinator: daniel_biz"), "Message Title:", and "Message:". A "send" button is at the bottom.
- VOUCHER STATUS:** A table showing the status of submitted vouchers:

Voucher Type	Status
Enroute Travel	SIGNED
Miscellaneous Expense	SIGNED
Miscellaneous Expense	OUT FOR SIGNATURE
Miscellaneous Expense	Voucher C In Progress
- IMPORTANT DATES:** A calendar for December 2017. The 14th is highlighted in red. A "zoom calendar" button is present.
- TO-DO LIST:** A form with "Description:" and "Reminder Date:" fields, and an "Add To-do" button.
- CONTACTS:** A section with "My RHW Coordinator" and "My IBC Coordinator" entries, both of which are redacted with black boxes.

Virtual Employee Network (VEN)

Employee Instructional Aid

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2. The comments under the **'Supervisor E-Sign Status'** column reflect whether your supervisor has signed the voucher.

(a) If your voucher has not yet been signed by a supervisor the comments will state **'Out for Signature'**

(b) If your voucher has been signed by your supervisor the comments will reflect **'Signed'**

Go Back To Home

DOCUMENTS / RECEIPTS

Travel Vouchers

Instructions for Submitting a New Travel Voucher: (A) Select the Travel Authorization # (B) Select Voucher Type you wish to Submit (C) Click "Create New Travel Voucher"

Ensure your receipts are ready to upload as PDF or JPG formats. To EDIT an existing voucher, select that voucher from the Folders column in the field below. Use this GSA Per Diem Rates link to determine your CONUS/OCONUS rates.

Travel Authorization # [RER180004423] Voucher Type: -- Choose Voucher Type -- Create New Travel Voucher

Folders	Receipts	Voucher Started	Supervisor E-Sign Status	Voucher Status	Remove
Enroute Travel Voucher A Completed	Receipts (1)	10/2/2018	SIGNED ✓ Signed & Submitted To IBC For Processing	New	
Miscellaneous Expense Voucher B Completed	Receipts (1)	10/2/2018	SIGNED ✓ Signed & Submitted To IBC For Processing	New	
Miscellaneous Expense Voucher C In Progress	Receipts (0)	10/3/2018	OUT FOR SIGNATURE Next: (antonio.gonzalez@ibc.doi.gov) Waiting Since: 10/3/2018 3:51:21 PM	New	

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3. The comments under the **'Voucher Status'** column indicates that the Interior Business Center PCS Section has received your voucher.

(a) If your voucher has been accepted and is being reviewed by the PCS section, the comments will reflect **'In Process'**

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Travel Vouchers

Instructions for Submitting a New Travel Voucher: (A) Select the Travel Authorization # (B) Select Voucher Type you wish to Submit (C) Click "Create New Travel Voucher"

Ensure your receipts are ready to upload as PDF or JPG formats. To EDIT an existing voucher, select that voucher from the Folders column in the field below. Use this GSA Per Diem Rates link to determine your CONUS/OCONUS rates.

Travel Authorization # [RER180004423] Voucher Type: -- Choose Voucher Type -- Create New Travel Voucher

Folders	Receipts	Voucher Started	Supervisor E-Sign Status	Voucher Status	Remove
Enroute Travel Voucher A Completed	Receipts (1)	10/2/2018	SIGNED ✓ Signed & Submitted To IBC For Processing	New	
Miscellaneous Expense Voucher B Completed	Receipts (1)	10/2/2018	SIGNED ✓ Signed & Submitted To IBC For Processing	In Process 10/3/2018 4:21:31 PM	

Virtual Employee Network (VEN)

Employee Instructional Aid

Creating a Travel Voucher

(Version 11/2020)

(b) If your voucher has been certified and submitted for payment by the PCS section the comments will reflect *'Submitted For Payment'*

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Travel Vouchers

Instructions for Submitting a New Travel Voucher: (A) Select the Travel Authorization # (B) Select Voucher Type you wish to Submit (C) Click "Create New Travel Voucher"

Ensure your receipts are ready to upload as .PDF or .JPG formats. To EDIT an existing voucher, select that voucher from the Folders column in the field below. Use this [GSA Per Diem Rates](#) link to determine your CONUS/OCONUS rates.

Travel Authorization # Voucher Type:

Folders	Receipts	Voucher Started	Supervisor E-Sign Status	Voucher Status	Remove
Enroute Travel Voucher A Completed	Receipts (1)	10/2/2018	SIGNED ✔ Signed & Submitted To IBC For Processing	New	
Miscellaneous Expense Voucher B Completed	Receipts (1)	10/2/2018	SIGNED ✔ Signed & Submitted To IBC For Processing	Submitted For Payment 10/3/2018 4:29:43 PM	

4. You may also check status of voucher by viewing the 'Document history' page within your voucher under the Folders column. Click the highlighted blue link of the voucher you wish to check the status of.

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Travel Vouchers

Instructions for Submitting a New Travel Voucher: (A) Select the Travel Authorization # (B) Select Voucher Type you wish to Submit (C) Click "Create New Travel Voucher"

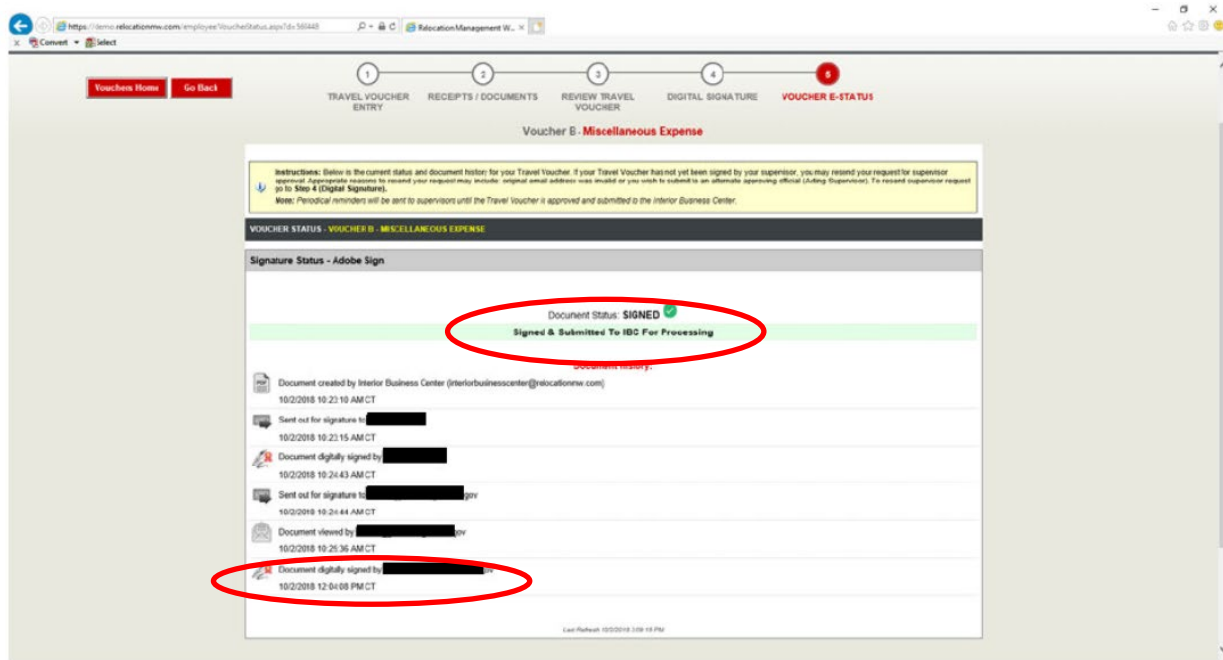
Ensure your receipts are ready to upload as .PDF or .JPG formats. To EDIT an existing voucher, select that voucher from the Folders column in the field below. Use this [GSA Per Diem Rates](#) link to determine your CONUS/OCONUS rates.

Travel Authorization # Voucher Type:

Folders	Receipts	Voucher Started	Supervisor E-Sign Status	Voucher Status	Remove
Enroute Travel Voucher A Completed	Receipts (1)	10/2/2018	SIGNED ✔ Signed & Submitted To IBC For Processing	New	
Miscellaneous Expense Voucher B Completed	Receipts (1)	10/2/2018	SIGNED ✔ Signed & Submitted To IBC For Processing	Submitted For Payment 10/3/2018 4:29:43 PM	

Virtual Employee Network (VEN) Employee Instructional Aid Creating a Travel Voucher (Version 11/2020)

(a) You will automatically be taken to the Document history screen. The comments will reflect that your supervisor has signed the voucher. The screen will also have a green banner stating **'Signed & Submitted To IBC For Processing'**.



5. Click the **'Interior Business Center'** Logo in the upper left-hand side of the screen to take you back to the main employee portal screen.

