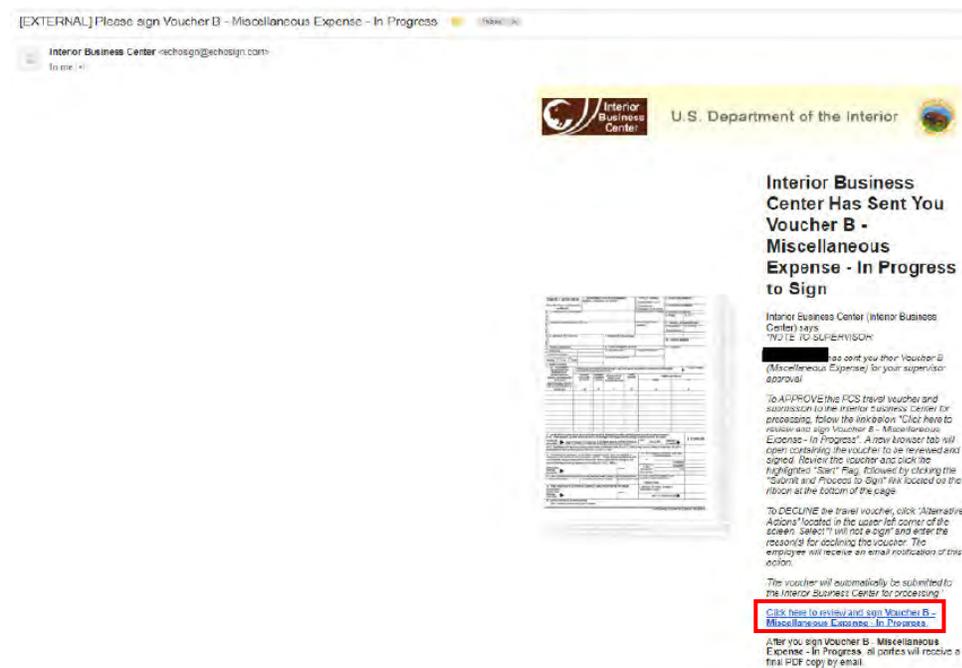


# Virtual Employee Relocation Network (VEN) Supervisor Instructional Aid Signing a Travel Voucher

**Purpose of this Instructional Aid:** To assist supervisors with the electronic signing of employee PCS travel vouchers and submission to the Interior Business Center.

**Please ensure no personal identifiable information (PII) is included with the travel voucher submission.**

1. Supervisors will receive an email notification that their employee has submitted a PCS travel voucher for approval. Click on the '[Click here to review and sign](#)' link to review and use your PIV card to digitally sign the PCS Travel Voucher.



2. With the travel voucher displayed, the supervisor can review the voucher. If after review the supervisor **does not** wish to sign the employee PCS voucher:

- (a) Select the 'Alternative actions' drop down menu located in the upper left hand side of the screen.
- (b) Select 'I will not e-sign' Note: A supervisor may elect to not sign a voucher for a number of reasons that may include: no longer the supervisor or not in agreement with claimed expenses.



# Virtual Employee Relocation Network (VEN) Supervisor Instructional Aid Signing a Travel Voucher

3. After supervisor reviews the voucher and is ready to approve, click the yellow **START** arrow on the left hand side of the screen.

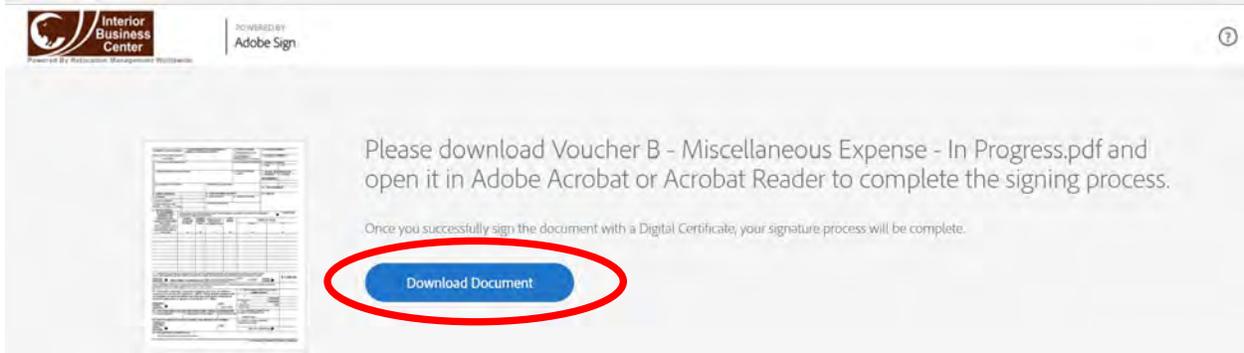
The screenshot shows the 'Travel Voucher' form in progress. A yellow button with the word 'START' is circled in red on the left side of the form. The form includes sections for: 1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION, OR OFFICE; 2. TYPE OF TRAVEL (TEMPORARY DUTY, PERMANENT CHANGE OF STATION); 3. VOUCHER NUMBER; 4. SCHEDULE NUMBER; 5. NAME (Last, First, Middle Initial); 6. SOCIAL SECURITY NUMBER; 7. PERIOD OF TRAVEL (FROM, TO); 8. MAILING ADDRESS (include ZIP Code); 9. OFFICE TELEPHONE NUMBER; 10. TRAVEL AUTHORIZATION (NUMBER(S), DATE(S)); 11. CHECK NUMBER; 12. CASH PAYMENT RECEIPT (DATE RECEIVED, AMOUNT RECEIVED); 13. PAID BY; 14. TRAVEL ADVANCE (Outstanding, Amount to be applied); 15. PAYEE'S SIGNATURE; 16. GOVERNMENT TRANSPORTATION REQUESTS OR TICKETS, IF PURCHASED WITH CASH (AGENT'S VALUATION OF TICKET, ISSUING CARRIER, MODE, CLASS OF SERVICE, DATE ISSUED, POINTS OF TRAVEL).

4. Scroll to the bottom of the screen and click the blue **Submit and Proceed to Sign** button.

The screenshot shows the 'Travel Voucher' form at the bottom. A blue button labeled 'Submit and Proceed to Sign' is circled in red. The form includes the same sections as the previous screenshot, plus a '12. GOVERNMENT TRANSPORTATION REQUESTS OR TICKETS, IF PURCHASED WITH CASH' section with a table for agent's valuation, issuing carrier, mode, class of service, date issued, and points of travel. At the bottom, there is a checkbox for 'I agree to the Terms of Use and Consumer Disclosures of this document' and the 'Submit and Proceed to Sign' button.

# Virtual Employee Relocation Network (VEN) Supervisor Instructional Aid Signing a Travel Voucher

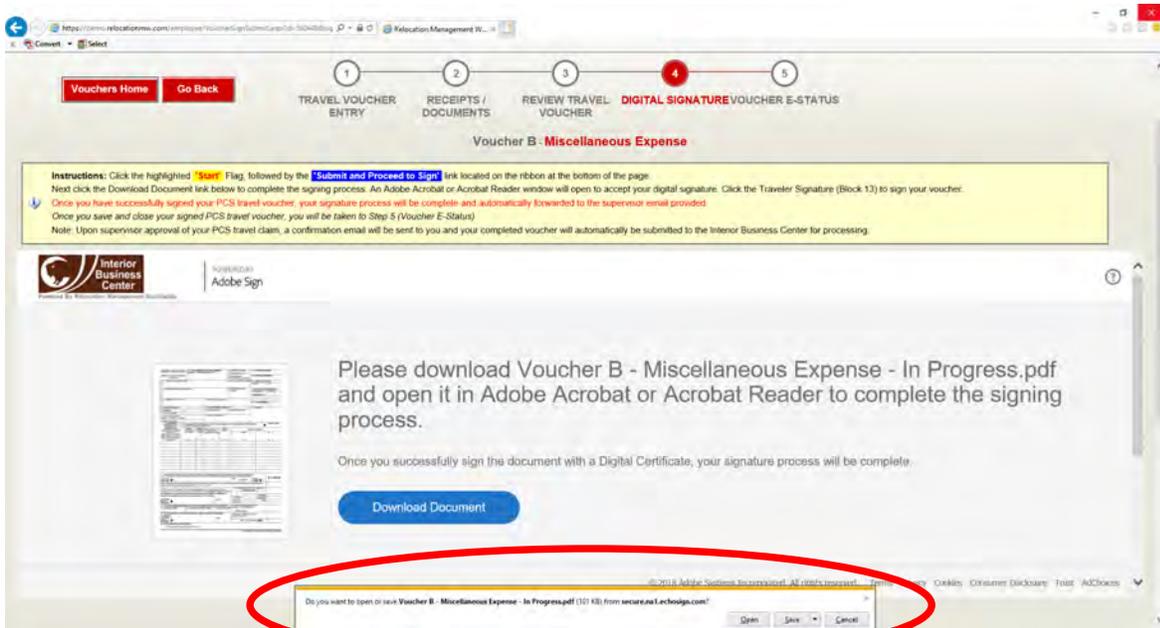
5. Click the **'Download Document'** button to download the travel voucher.



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

## **A. Internet Explorer Downloading**

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

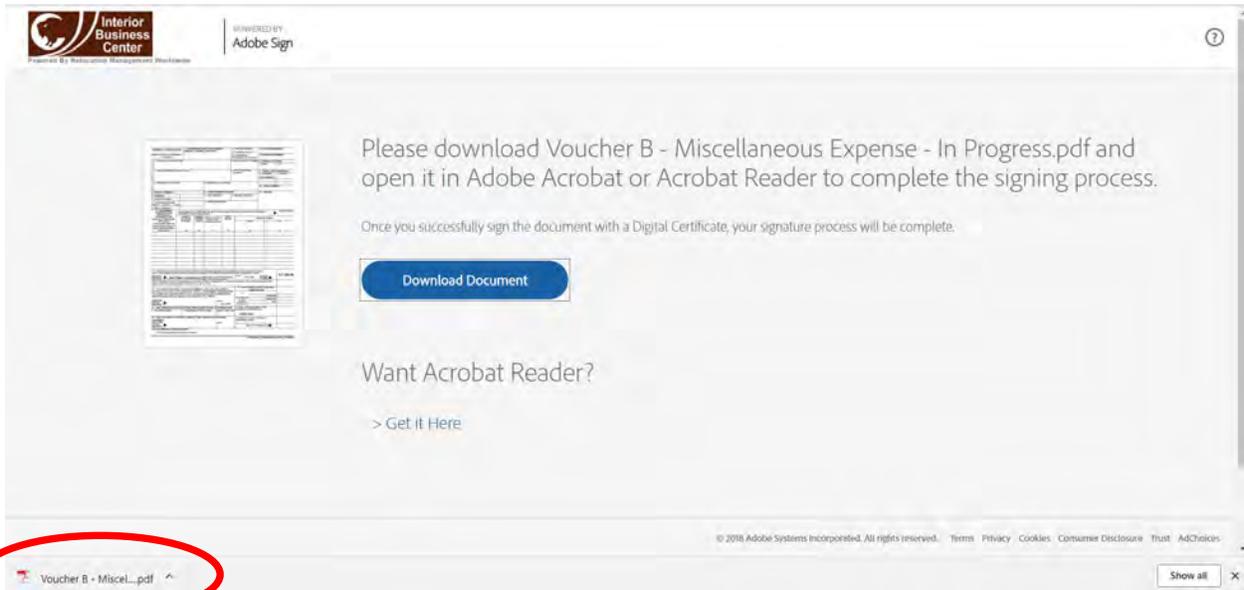


- **Go to Step 6**

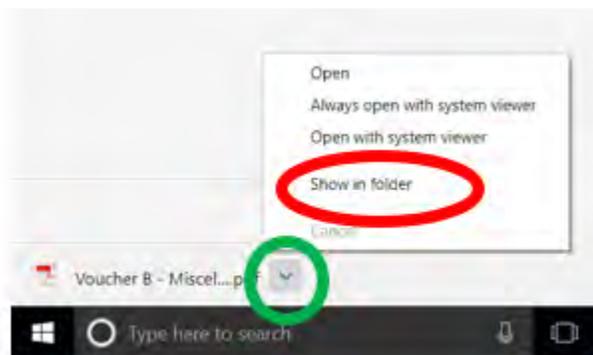
# Virtual Employee Relocation Network (VEN) Supervisor Instructional Aid Signing a Travel Voucher

## **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.

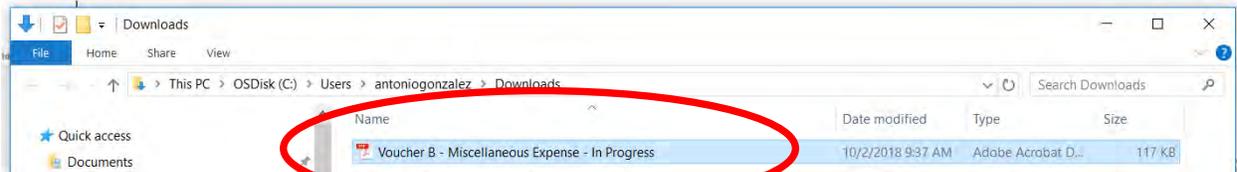


- Click the up arrow to display another box, and then select '**Show in Folder**'



# Virtual Employee Relocation Network (VEN) Supervisor Instructional Aid Signing a Travel Voucher

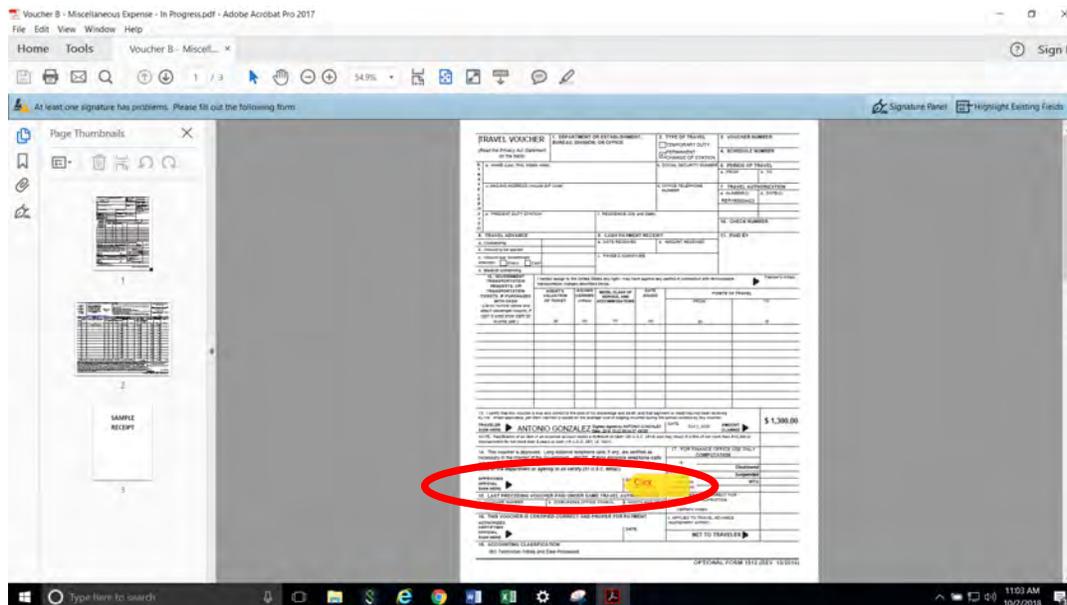
- A File Explorer window downloads folder window will open, and the downloaded travel voucher file will be highlighted. **Double click** on the pdf travel voucher file to open



- **Go to Step 6**

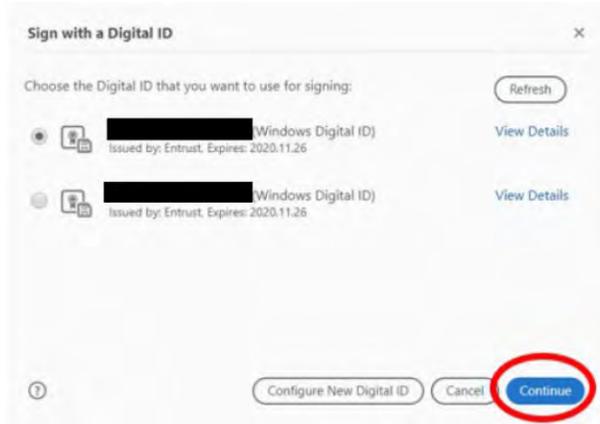
Note: If the icon next to your file is not Adobe Acrobat, you will need to configure your computer to open up pdf files with Adobe. Please contact the [venpcs@ibc.doi.gov](mailto:venpcs@ibc.doi.gov) for assistance or contact your bureau IT helpdesk.

6. With the employee PCS travel voucher now opened, click in **'Block 14'** to the left of the yellow **'Click here to sign'** tab. **Note:** You will see that the employee has already digitally signed the voucher in block 13.

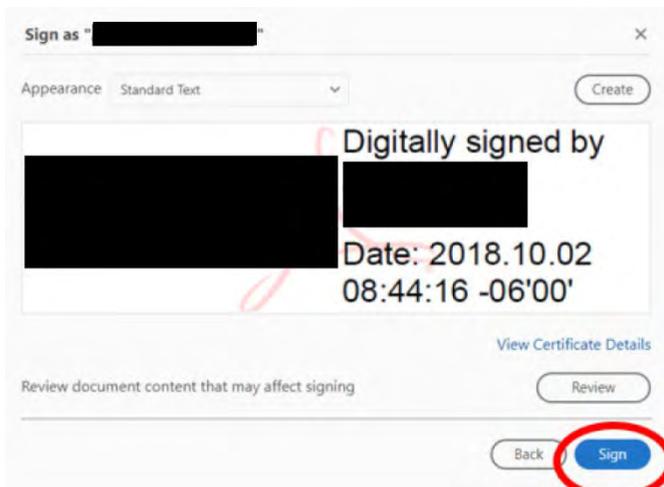


# Virtual Employee Relocation Network (VEN) Supervisor Instructional Aid Signing a Travel Voucher

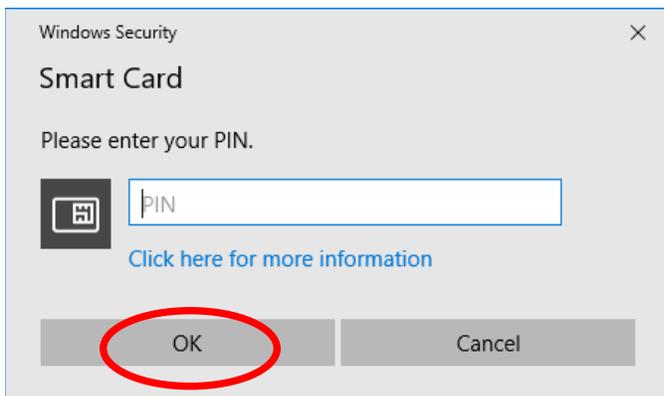
7. A box reflecting your PIV certificates will display. Click **Continue**



8. Another box with your name will be displayed. Click **Sign**.

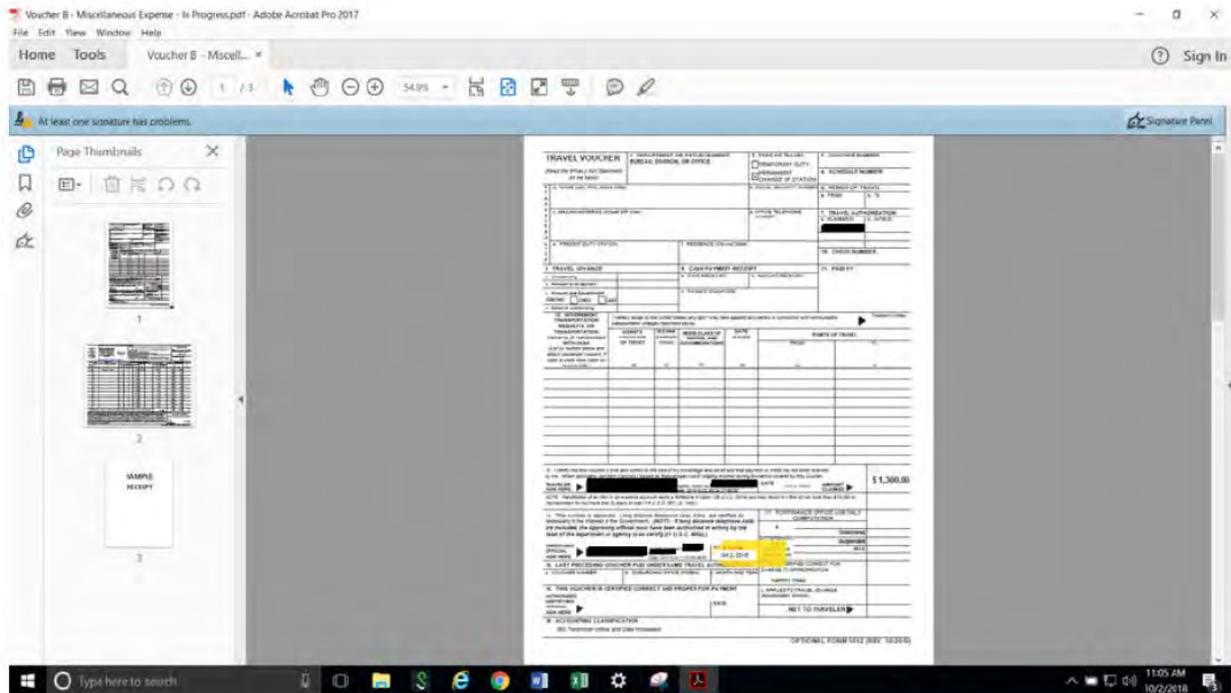


9. Type in your PIV Pin number and Click **OK**

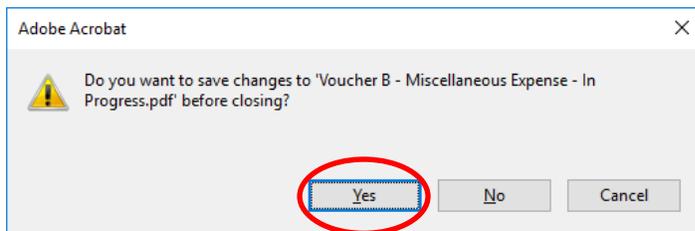


# Virtual Employee Relocation Network (VEN) Supervisor Instructional Aid Signing a Travel Voucher

10. After entering your pin and clicking 'ok', the signed PCS travel voucher will be displayed.



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



# Virtual Employee Relocation Network (VEN) Supervisor Instructional Aid Signing a Travel Voucher

12. The supervisor and employee will receive an email notification indicating the voucher has been signed by both employee and supervisor and has been submitted to the Interior Business Center for processing. The email will also have a copy of the signed travel voucher attached.



Voucher B - Miscellaneous Expense - In Progress between Interior Business Center, [system-adobesign@relocationmw.com](mailto:system-adobesign@relocationmw.com) and [REDACTED] gov is Signed and Filed!

From: Interior Business Center (Interior Business Center)  
To: [system-adobesign@relocationmw.com](mailto:system-adobesign@relocationmw.com)  
Interior Business Center and [REDACTED]

Attached is a final copy of **Voucher B - Miscellaneous Expense - In Progress**.  
Copies have been automatically sent to all parties to the agreement.  
You can view [the document](#) in your Adobe Sign account.

