WEBTEV UPDATE

TripID
Advances
DBAN Replacement - TripID has been added to the WebTEV system to replace Direct Bill Authorization Number (DBAN).

Connexxus - Travelers wanting to secure direct bill airfare through Connexxus will use a TripID created in WebTEV.
Other Travel Disbursements will use and reference the new TripID:

- Requests for Cash Advances
- Requests for Direct Bill Advances
- Travel reimbursements
How to Request a TripID
Step-by-Step Instructions
Logon to the UCSB Travel Voucher Application (WebTEV)
Select: Direct Bill Authorization Number
Select: Direct Bill

Direct Bill

Please select one of the following choices:

- Direct Bill: Generate a TripID for Direct Bill Authorization
- Out-Basket: View an in-process travel voucher.
- Archive-Basket: View a processed travel voucher.
Enter: Vendor ID and Email Address

**Vendor ID:** Please select.

**Employee ID:** X000000X

**Name:** LastName, FirstName

**Address:**
- AddressLine1
- AddressLine2
- AddressLine3
- AddressLine4

**City, State Zip:**
- **City:**
- **State Zip:**

**Country, Postal Code:** Country, PostalCode

**UC Employee:** Yes

**US Citizen:** No

**Home Campus:** UC Santa Barbara

**Email Address:** Please-enter-a-valid-email-address

**Voucher Department:** ACTG

**Corporate Card:** No UCSB Corporate Credit Card was found for this traveler.
Input: Trip Information and COA

Trip Information
- Business Purpose of Trip:
- Primary Destination:
- Estimated Departure Date:
- Estimated Return Date:

Chart of Accounts Funding Information
Please enter a default FAU to be charged if the return trip Travel Voucher is not processed within 60 days of return from trip.

Preparer Information
- Preparer's Name: Gonzales, Annette M
- Preparer's Department: ACTG
- Preparer's Email Address: Annette.Gonzales@bfs.UCSB.EDU
- Preparer's Telephone: 805-893-7037
- Preparer's Date: 01/29/2014

Menu
- Traveler
- Trip
- Funding
- Preparer
- Create

COA Funding Info
Select: Create TripID

Create Voucher

I authorize the purchase of airfare on behalf of the traveler and authorize direct billing to the account listed above.

Create TripID  Create TripID  Main Menu  Exit
Your TripID will be displayed at the bottom of the page.

Note that a WebTEV has also been created for this Trip and will reside in your In-Basket until you have completed your trip.

Trip information entered in connection with your TripID request will be included in your WebTEV.
Entering TripID – BCD

Trip Booking Information

If you are placing your trip on hold, and you have not obtained your Direct Bill, the field can be left blank until you are ready to purchase/complete the trip.

The trip name and description are for your record keeping convenience. If you have any special requests for the travel agent, please enter them into the agent comments section.

Trip Name
This will appear in your upcoming trip list.
Trip from San Luis Obispo to Los Angeles

Trip Description (optional)
Used to identify the trip purpose

Comments for the Travel Agent (optional)
Special Requests may incur a higher service fee.

Send a copy of the confirmation to:

steve.kriz@bfs.ucsb.edu
Send my email confirmation as

HTML  Plain-text

Select Trip Type (Required)

Business
Enter your Direct Bill Authorization Nbr below. If not using the campus Direct Bill, enter ten 9’s [Required]
KRI2002469

Enter TripID
Select: Direct Bill
Enter TripID
Cash Advances can now be requested via WebTEV.

The new Cash Advance process creates a WebTEV for the Advance and a WebTEV for the Trip.

Both WebTEVs will be linked by TripID.
How to Request a Cash Advance

Step-by-Step Instructions
Logon: WebTEV

The UCSB Travel Application
- Request a TripID for Direct Bill Airfare (formerly known as DBAN)
- Create Travel Advance Requests (webTAR)
- Request Travel Reimbursements (webTEV)

UCSBnetID: amgonz
Password: ********

Login
Reset

View Application Issues List

If you have not yet activated your UCSBnetID or Password, or have forgotten your UCSBnetID or Password, then go to the UCSB Directory Service.
Select: Enterer/Preparer

<table>
<thead>
<tr>
<th>Login Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have multiple authorizations. Please select one from the following list and click the GO button to continue.</td>
</tr>
<tr>
<td>ACTG - Travel Accounting Enterer / Preparer</td>
</tr>
<tr>
<td>Go</td>
</tr>
</tbody>
</table>

UCSB Travel Application
Not logged in. - Wednesday, January 29, 2014
Select: Advance

Advance

Travel Accounting Preparer Main Menu

Please select one of the following choices:

- Direct Bill
- Advance
- New Voucher
- In-Basket
- Out-Basket
- Archive-Basket
- Waste-Basket

- Generate a TripID for Direct Bill Authorization
- Create a new Travel Advance Request (webTAR).
- Create a new Travel Expense Voucher (webTEV).
- Modify an existing travel voucher.
- View an in-process travel voucher.
- View a processed travel voucher.
- View a previously discarded travel voucher.

UCSB Travel Application
Logged in as amgonz. - Wednesday, January 29, 2014
Scenario 1 - TripID Not Assigned

Travel Advance Request (webTAR) Form
Logged in as amgonz. - Wednesday, January 29, 2014

New Trip

Menu
Traveller
Trip
Funding
Preparer
Create

Create a New Advance for a New Trip? OR
Create a New Advance Against an Existing TripID?
Input: Vendor and Trip Information

Vendor ID: XXXXXXXX

Vendor ID:

Employee ID: Please select.

Name: LastName, FirstName

Address: AddressLine1

AddressLine2

AddressLine3

AddressLine4

City, State Zip: City, ST ZipCode

Country, Postal Code: Country, PostalCode

UC Employee: Yes No

US Citizen: Yes No

Home Campus: UC Santa Barbara

Email Address: Please-enter-a-valid-email-address

Voucher Department: ACTG

Corporate Card: No UCSB Corporate Credit Card was found for this traveler.

Trip Information

Business Purpose of Trip: 

Primary Destination: 

Estimated Departure Date: Calendar

Estimated Return Date: Calendar

Purpose or reason for the Travel Advance: 

Dollar amount of the Travel Advance Request: 0.00
Input: COA Funding Information
Confirm: Preparer Information is correct
Select: Create Advance
Your TripID will be displayed at the bottom of the page.

A WebTEV has also been created for this Advance, and a second WebTEV has been created for the Trip.

Once the Advance WebTEV is approved, the cash advance will be disbursed to the traveler.

The Trip WebTEV will reside in your In-Basket until you have completed your trip.
Select: TripID from the list of open TripIDs

<table>
<thead>
<tr>
<th>TripID</th>
<th>VoucherID</th>
<th>Prepared Date</th>
<th>Traveler's Name</th>
<th>Trip Dates</th>
<th>Primary Destination</th>
<th>Status</th>
<th>Preparer</th>
<th>Preparer Department</th>
<th>Voucher Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>KR1702469</td>
<td>2469</td>
<td>01/29/2014</td>
<td>STEVEN JOHN KRIZ</td>
<td>02/07/2014 to 02/08/2014</td>
<td>SAN DIEGO, CA</td>
<td>New</td>
<td>Gonzalez, Annette M</td>
<td>ACTG</td>
<td></td>
</tr>
<tr>
<td>KR1702467</td>
<td>2467</td>
<td>01/29/2014</td>
<td>STEVEN JOHN KRIZ</td>
<td>02/04/2014 to 02/10/2014</td>
<td>santa barbara</td>
<td>New</td>
<td>Gonzalez, Annette M</td>
<td>ACTG</td>
<td></td>
</tr>
<tr>
<td>KR1703450</td>
<td>2458</td>
<td>12/12/2013</td>
<td>STEVEN JOHN KRIZ</td>
<td>12/11/2013 to 12/13/2013</td>
<td>Oakland, CA</td>
<td>New</td>
<td>Kitz, Steven J</td>
<td>ACTG</td>
<td></td>
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<tr>
<td>CORKO2255</td>
<td>2455</td>
<td>12/04/2013</td>
<td>JAMES RICHARD CORRILL</td>
<td>12/03/2013 to 12/05/2013</td>
<td>Oakland, CA</td>
<td>New</td>
<td>Kitz, Steven J</td>
<td>ACTG</td>
<td></td>
</tr>
<tr>
<td>PEDE022445</td>
<td>2445</td>
<td>11/21/2013</td>
<td>ASGER F. PEDERSEN</td>
<td>11/05/2013 to 11/20/2013</td>
<td></td>
<td>New</td>
<td>Vedt, Birnbo E</td>
<td>ACTG</td>
<td></td>
</tr>
<tr>
<td>CORKO22448</td>
<td>2444</td>
<td>11/21/2013</td>
<td>JAMES RICHARD CORRILL</td>
<td>11/03/2013 to 11/11/2013</td>
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<td></td>
<td>Kitz, Steven J</td>
<td>ACTG</td>
<td></td>
</tr>
<tr>
<td>PEDE022442</td>
<td>2442</td>
<td>11/21/2013</td>
<td>ASGER F. PEDERSEN</td>
<td>11/06/2013 to 11/19/2013</td>
<td></td>
<td></td>
<td>Addictms</td>
<td>ACTG</td>
<td></td>
</tr>
</tbody>
</table>
Input: Trip Information & COA Funding Information

Trip Information
- Vendor ID: 341708 PPS
- Employee ID: 821246929
- Name: KRIZ, STEVEN JOHN
- Address: BFS DEPT
- City, State, Zip: SANTA BARBARA, CA 93106-2040
- UC Employee: Yes
- US Citizen: Yes
- Home Campus: UC Santa Barbara
- Email Address: steve.kriz@bfs.ucsb.edu
- Voucher Department: ACTG
- Corporate Card: No UCSB Corporate Credit Card was found for this traveler.

Estimated Departure Date: 02/07/2014
Estimated Return Date: 02/18/2014

Purpose or reason for the Travel Advance: testing
Dollar amount of the Travel Advance Request: 0.00

Chart of Accounts Funding Information
Please enter a default FAU to be charged if the return trip Travel Voucher is not processed within 60 days of return from trip:

<table>
<thead>
<tr>
<th>No.</th>
<th>Account</th>
<th>Fund</th>
<th>Sub</th>
<th>Object</th>
<th>Cost Center</th>
<th>Cost Type</th>
<th>Project</th>
<th>FAU</th>
<th>Validate FAU</th>
<th>Clear FAU Fields</th>
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</thead>
<tbody>
<tr>
<td>0</td>
<td>661510</td>
<td>19000</td>
<td>3</td>
<td>2000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Trip Information
- COA Funding Information
An Advance WebTEV will be created for this Advance.

The Trip WebTEV will reside in your In-Basket until you have completed your trip.

Note that a WebTEV will be created for the Advance Request.
WebTev 2470 - Supports Advance
WebTEV 2469 - To be used for Travel Expense Reimbursement
TripID: KRIZ02469

Direct Bill Advances

Travel Advance Request must include Trip Number

UNIVERSITY OF CALIFORNIA SANTA BARBARA

TRAVEL ADVANCE REQUEST
FOR UNIVERSITY EMPLOYEES AND
GRAD STUDENTS ONLY
U FIN 114-8 (R-7/86)

PLEASE INDICATE DATE NEEDED BY: 02/20/14
MO/DY/YR

WHEN CHECK IS READY FOR PICK UP

MAIL CHECK TO ADDRESS BELOW
CALL EXTENSION

TRAVELER'S NAME
IF DIFFERENT FROM PAYEE

TRAVELER'S DEPARTMENT

TRAVELER'S EMPLOYED AT THIS CAMPUS

BASEBALL TEAM
INTERCOLLEGIATE ATHLETICS

YES
NO

IS TRAVELER EMPLOYED AT OTHER U.C. CAMPUS

YES
NO

DIRECT DEPOSIT PLEASE

Andrew Checketts
Vendor ID# 403416

To UCLA for Baseball Team Travel
Meals: $798
Driver tip: $25
Laundry: $

INCLUSIVE DATES OF TRIP (APPROXIMATE)

EXPECTED BEGIN DATE: 2/25/14
EXPECTED RETURN DATE: 2/25/14

ACCOUNT NAME AND NUMBER TO BE CHARGED
Baseball

PREPARED BY:
Janice Villarreal
3359

AUTHORIZED FOR PAYMENT BY:
Karen Dietz

AMOUNT
823.00

This form should be used for requesting all travel advances, including those to be paid to travel service agencies. Retain green copy. Forward blue, yellow, and white copies to the Accounting Office. The pink copy will be sent to the traveler after the requisition number has been assigned. See Department copy for further instructions.
WEBTEV UPDATE

- Effective Date – February 18, 2014
- Open Vouchers will be Converted to New WebTEV
Questions?