

## WEB Travel Expense Vouchers (TEV)

### *Delivery Date After Date Listed*

If your completed and signed Travel Expense Voucher (TEV) was delivered to BFS after the date listed above, our dedicated travel accounting staff should be getting to your voucher shortly. All TEVs are processed on a first-in first-out basis, and every effort is made to pay TEVs within no more than 10 business days. Please note that delays in payment may occur if your TEV is incomplete or requires additional documentation.

### *Delivery Date On or Before Date Listed*

If your completed and signed Travel Expense Voucher (TEV) was delivered to BFS on or before the date listed above, then you can check the payment status in the UCSB Data Warehouse, ***Travel Payments Inquiry***



## Travel Payments Inquiry

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### Set Criteria

* Fin Dept Code	equal	<input type="text" value="ACTG - BUSINESS &amp; FINANCIAL SERVICES"/>
Traveler Name	contains	<input type="text"/>
Travel Voucher No	equal	<input type="text"/>
Ledger Date	between	<input type="text" value="201801"/> and <input type="text" value="201806"/> <i>For a SINGLE month, select the same date</i>
Outstanding Balance	equal	<input type="text"/> <i>is flag to "Y" to look to travel vouchers with outstanding balances</i>

\* Required



1. Enter: Traveler Name or Travel Voucher No (TEV Number)
2. Select: Ledger Date
3. Outstanding Balance
  - a. Select "Y" to find travel vouchers with outstanding balances,
  - b. Select "N" for paid travel vouchers, or
  - c. Select Blank for all travel vouchers for the selected period.
4. Select: Submit Request

# On-Line Form 5 / Entertainment Form 5 / Miscellaneous Form 5 (Payment Requests)

## Delivery Date After Date Listed

If your completed and signed payment request was delivered to BFS after the date listed above, our dedicated expense reimbursement accounting staff should be getting to your voucher shortly. Payment Requests are processed on a first-in first-out basis, and every effort is made to make payment within 15 business days. Please note that delays in payment may occur if your Payment Request is incomplete or requires additional documentation.

## Delivery Date On or Before Date Listed

If your completed and signed Payment Request was delivered to BFS on or before the date listed above, then you can check the payment status in the UCSB Data Warehouse. **Invoice Inquiry (Within Department)**



## Invoice Inquiry (Within Department)

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### Set Criteria

<b>1</b>	<b>Fin Dept Code</b>	equal	<b>1</b>	<input type="text" value="ACTG - BUSINESS &amp; FINANCIAL SERVICES"/>
	<i>for the selection below: use the pulldown OR enter date - yyyyymmdd (if date is used pulldown is ignored)</i>			
<b>2</b>	<b>Entry Date</b>	within the	<b>2</b>	<input type="text" value="30 days"/> OR since <input type="text"/>
<b>2</b>	<b>Vendor Name</b>	contains	<b>3</b>	<input type="text"/>
<b>2</b>	<b>Vendor ID</b>	equal		<input type="text"/>
<b>2</b>	<b>Person Incur Exp</b>	contains		<input type="text"/>
<b>2</b>	<b>Person Incur Exp V-ID</b>	equal		<input type="text"/>
<b>2</b>	<b>Invoice No</b>	contains		<input type="text"/>
<b>2</b>	<b>Auth Code - Num</b>	equal		<input type="text"/> - <input type="text"/>
<b>2</b>	<b>AP Reference Num</b>	contains		<input type="text"/>

1 Required

2 Must enter data into at least 1 of these fields



1. Enter: Fin Department Code
2. Enter: Entry Date = 30 days
3. Enter: Vendor Name or Vendor ID
4. Select: Submit Request