VOUCHER ASSOCIATED EMPLOYEE FORM

Step 1.
To associate an employee with a travel voucher, click the icon next to the Associated Employee field

NOTE: <u>All</u> line items must be filled prior to associating an employee with the voucher.

Step 2.
Complete the Voucher Associated Employees form with the following information:

2.1. In the Employee ID field, enter the Employee's last name and press ENTER. Select the correct employee from the dialog box.
2.2. In the Amount field, enter the registration and/or airfare dollar amount for the employee
2.3. Detail next to the Comments field and enter the following information in CAPS.

Comments for Employee Registration: REG.ORGANIZATION, CITY, DATE, MEALS PROVIDED
Example: REG ACTE WASHINGTON DC 04/15-17/16 BANQUET 04/16 LUNCH 04/15-17/16 DINNER 04/15/16

Comments for Employee Airfare: AIR, AIRLINE, CITY, DEPARTURE DATE, RETURN DATE
Example: AIR AMERICAN WASHINGTON DC 04/15-17/16

Step 3.
Save and update the form to return to the Voucher Maintenance (VOUM) main page. The comments from the VOAE form will now appear in the Comments field on the main page.