

# VOUCHER ASSOCIATED EMPLOYEE FORM

## Step 1.

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

The screenshot shows the 'VOUM - Voucher Maintenance' form. The 'Assoc. Emps' field is highlighted with a red box. The form includes fields for Voucher ID, Status Date, Status, Debit, Credit, Net, Invoice Number, Invoice Date, Invoice Totals, Vendor ID, Name, Address, CSZ, Country, Currency, Cash Discount, Check Group, Rcr Voucher, Approvals, Comments, AP Type, Line Items, Voucher Done, Reference No, and Pay Voucher.

**NOTE:** All 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:

The screenshot shows the 'VOAE - Voucher Associated Employees' form. Red arrows point to the Employee ID, Amount, and Comments fields. The form includes fields for Vendor ID, Name, Voucher Date, PO Number, Employee ID, Name, Percent, Amount, Tax Group, Total, and Comments.

**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.