

REMINDER: for proper printing and assignment of a “T” number for travel vouchers

- If final approval (FBOD or FBO) has been given (check the approval code in the upper right corner of the screen), place a **Y** in the **Print** field and press ENTER
- From the **Purchase Order Printing** screen, key **Y** in the **PR** field [*]
- Tab to the **Number** field and key the eight (8) digit purchase request number [**]
- Tab to the **Format** field and key in **TR** for Travel Voucher. (This field normally defaults to PO.)
- Tab to the **PO #** field and key **NEWTR**. This will direct IFAS to create a travel voucher number beginning with the letter “T” (example 2T040001.) All travel vouchers will be assigned 2T + digits signifying the fiscal year + system assigned sequential number
- Tab to the **Print on Slaved Printer** field, key in **Y**, press ENTER and verify entry. Note that the system has filled in the remaining fields and has assigned the PR a travel voucher number in the PO# field
- The above steps have created the travel voucher and it is now ready to print on the **RADFORD UNIVERSITY TRAVEL REIMBURSEMENT VOUCHER FORM**. Press **F8** to exit the PURCHASE ORDER PRINTING screen.

Note: If you need to REPRINT the travel voucher at any time, use the TR number instead of the PR number.

[*] key **Y** in the PO field instead of the PR field

[**] key the TR# instead of the PR#

The travel voucher may be reprinted as many times as needed, using the travel voucher number.