

Processing Interim and Final Vouchers:

To process an interim voucher:

- After logging in, go to Official Travel and Vouchers.
- Click on "Create New Voucher from Authorization/Order".
- In the next screen, find the appropriate authorization and click on "interim".
- You will be asked to enter a date you want this interim voucher to be through. You may enter any date from the start of your travel up until the date you create the interim voucher.
- Complete the voucher as normal, only entering expenses up to the date you gave the system. Be sure to include ALL expenses for those dates. For example, do not claim "Lodging but not M&IE" then claim the M&IE on a later voucher.
- **Lodging Tax Exceptions:** If you will be staying at a hotel 30 days or longer, the hotel will usually credit back some or all of your lodging tax on the 30th day. If you will be staying 30 days consecutively at one hotel, DO NOT claim lodging tax on your interim. You can NOT remove it later during the final voucher. On the interim, enter the following statement in the "Trip Details" text box on the Itinerary tab. (This text box label varies from screen to screen...it may also say "notes to approver" or "notes to auditor" something similar.)
- Fax or Upload your receipts, including the hotel bill, for all items claimed per normal regulations.
- Complete the signing and approval process as normal.

To process a final voucher after an Interim(s) has been processed:

If you successfully processed your interim voucher you will need to create a final voucher by clicking on the link "Create New Voucher from Authorization/Order"

- After logging in, go to Official Travel and Vouchers.
- Click on "Create New Voucher from Authorization/Order".
- In the next screen, find the appropriate authorization and click on "final".
- If working correctly, everything you submitted in your interim voucher will automatically dump into the final. Also, anything from your Authorization that was dated after the interim date will dump into the final voucher. (i.e. Your estimated POV miles for your return trip home will now appear where they would not have in the interim.

DO NOT CHANGE ANY PREVIOUSLY SUBMITTED AMOUNTS! This will cause an error and may cause the system to BILL YOU for the amount of your voucher. You may only **ADD** to your voucher and **NOT TAKE AWAY**.

- Add any expenses incurred after the last interim voucher date (as well as lodging taxes for the entire trip if your stay was 30 days or more – see above Interim voucher instructions regarding Lodging Tax).
- Upload or fax all receipts for the entire trip. (Even if you already faxed some of them to your interim voucher, do it again for the final.
- Finish processing as normal by going through the digital signature process.