


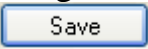
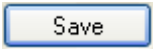
Using The Electronic Travel Voucher

Library and Information Services

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The Middlebury College Travel Voucher form is available on the web and is updated when mileage reimbursement rates change. Please use the document on the web to be assured you have the latest version.

Follow the directions below to complete your travel voucher.

1. In the **Address** field on your browser type **<http://www.middlebury.edu/academics/lis/help/helpdesk/documentation/banner>** and then press . The Banner documentation page opens.
2. Under the **Banner Finance** heading, click **Electronic Travel Voucher (.xls)**.
3. The **File Download** dialog box opens and gives the options of opening or saving the worksheet. Click . The **Save As** dialog box opens.
4. Navigate to your storage space on Tigercat.
5. In the **File name** field, change the filename to **TravelVoucher-*date-of-travel*.xls** where ***date-of-travel*** is your travel date in mmddyy format so you have an easily retrieved record of each voucher you submit. Example: TravelVoucher-082908.xls
6. Click .
7. Open the file in MS Excel and enter the required information in the worksheet.
8. Print the travel voucher.
9. Obtain the appropriate signatures on the document, and forward it to Accounts Payable with your receipts attached.