



New Mexico State University

Financial Systems Administration
Travel Expense Report – Retrieve an Existing Report

May 16, 2017

Contents

Retrieving a Travel Expense Report	3
How to Retrieve a Travel Expense Report and Make Changes	3

Retrieving a Travel Expense Report

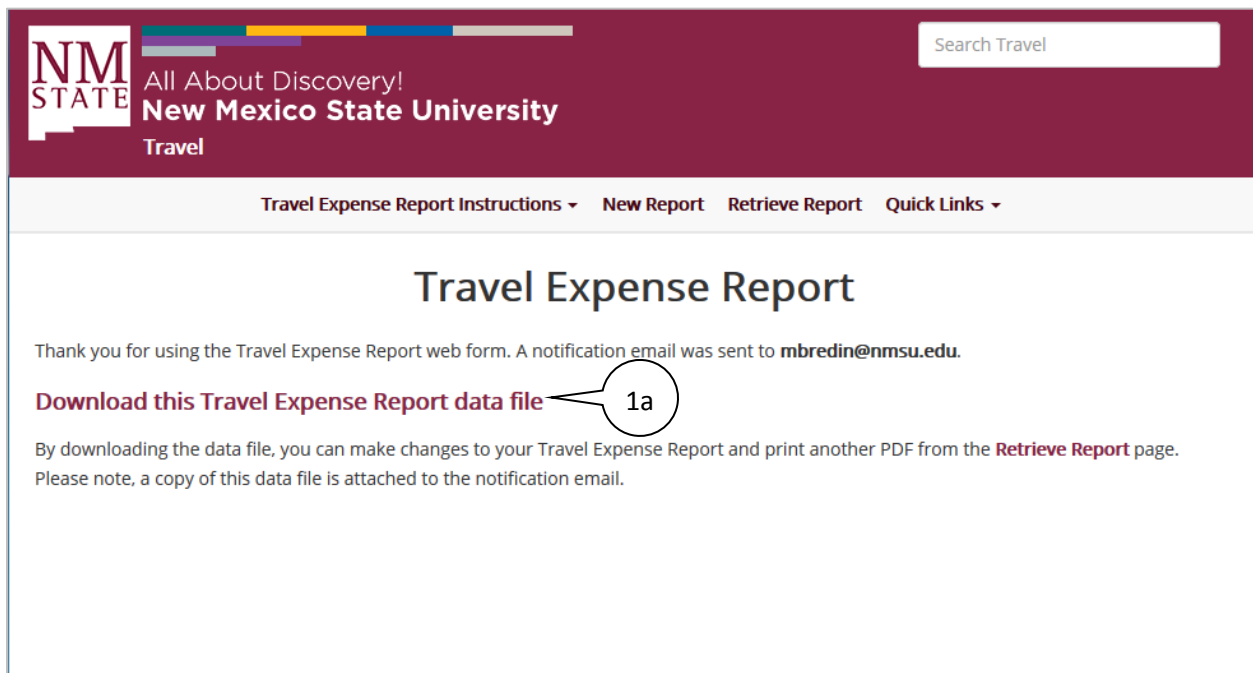
Purpose: To allow you to make changes to a Travel Expense Report that was already created without having to re-enter all of the travel information.

When the Travel Expense Report web form is completed, the travel information is automatically saved and put into a data file. You will need this data file to retrieve and repopulate the web form and create another PDF.

How to Retrieve a Travel Expense Report and Make Changes

The system will display a link to download the data file on the screen after you select **Go** and will email a copy of the file to the preparer's email address.

1. Download the **Travel Expense Report data file**.



NM STATE All About Discovery!
New Mexico State University
Travel

Search Travel

Travel Expense Report Instructions ▾ New Report Retrieve Report Quick Links ▾

Travel Expense Report

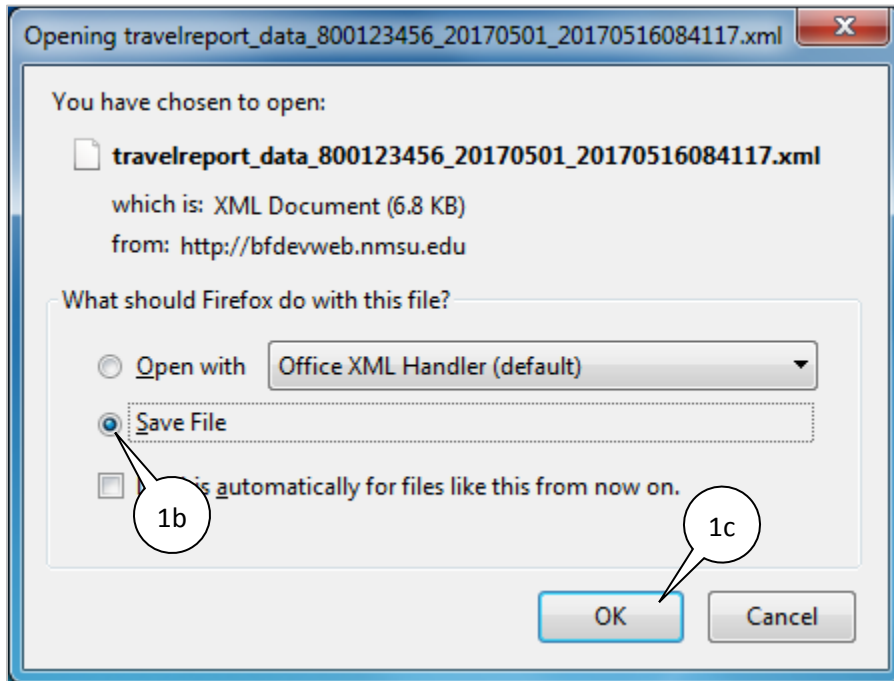
Thank you for using the Travel Expense Report web form. A notification email was sent to mbredin@nmsu.edu.

Download this Travel Expense Report data file 1a

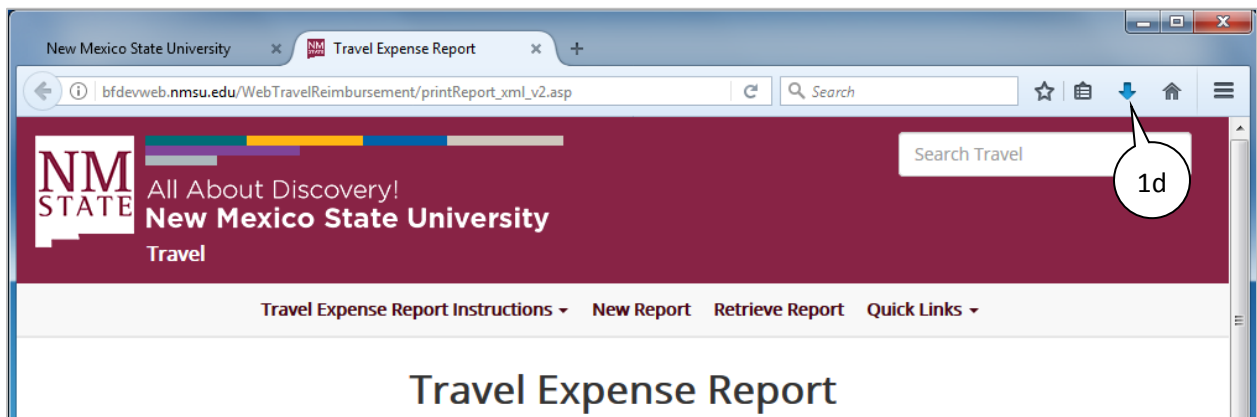
By downloading the data file, you can make changes to your Travel Expense Report and print another PDF from the **Retrieve Report** page. Please note, a copy of this data file is attached to the notification email.


- a. If your browser is still open on the confirmation page, click on the **Download this Travel Expense Report data file** link.

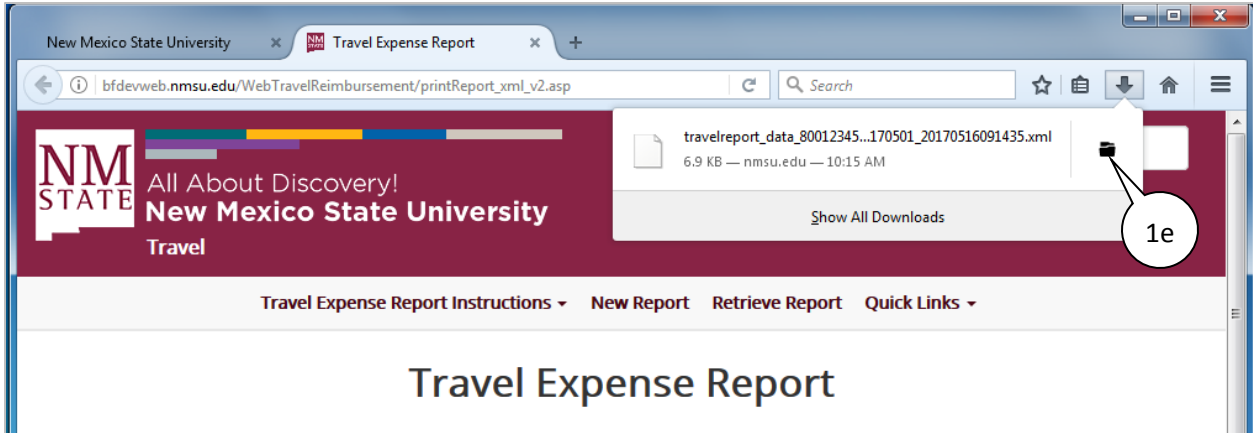
You will be prompted to save the file:



- b. Select **Save File**.
- c. Click on the **OK** button.

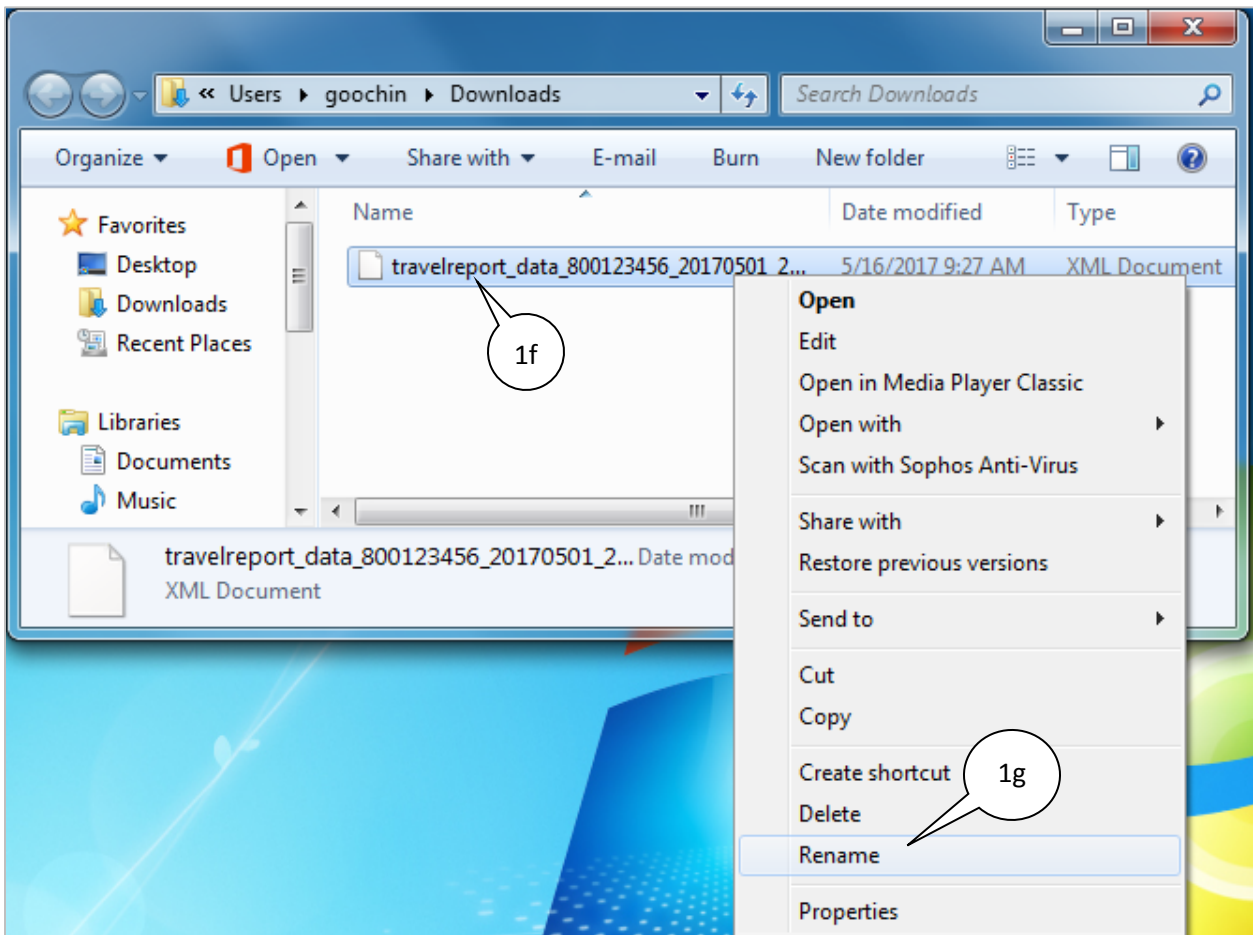


- d. Click on the blue arrow  icon in the toolbar.



e. Click the folder icon to the right of the file name.

The **Downloads** folder will be displayed and the file will be highlighted:



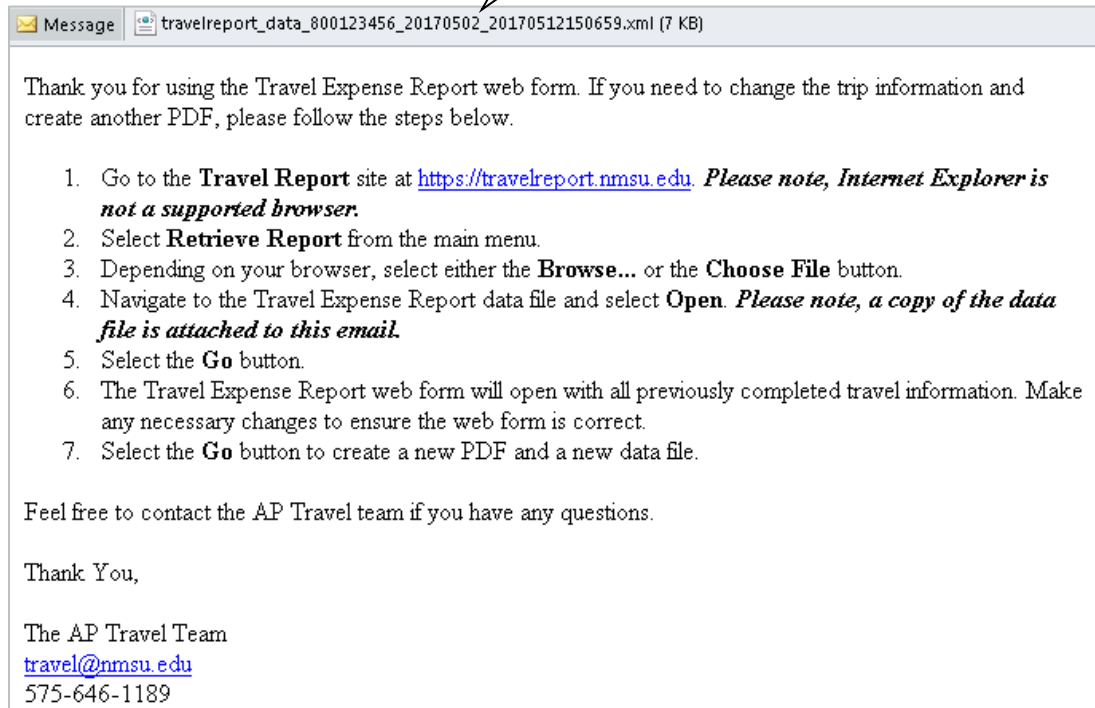
- f. Right-click on the file name.
- g. Select **Rename** from the context menu.



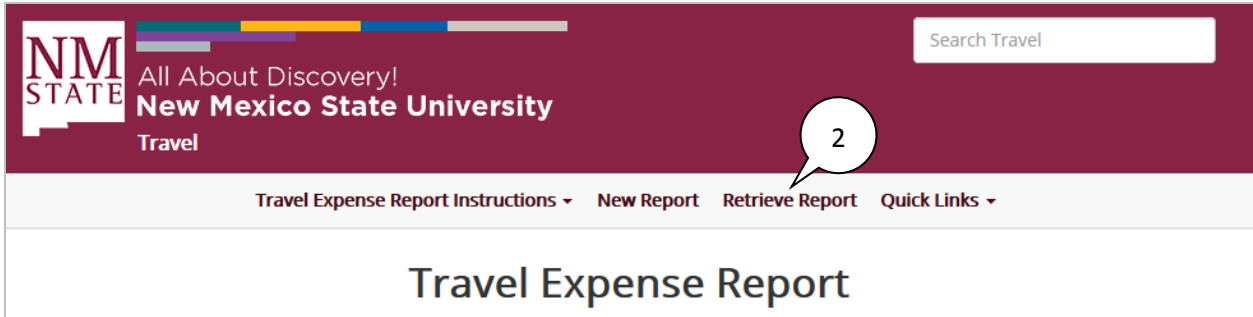
- h. Change the file name to something that will make it easier to identify.

Alternatively:

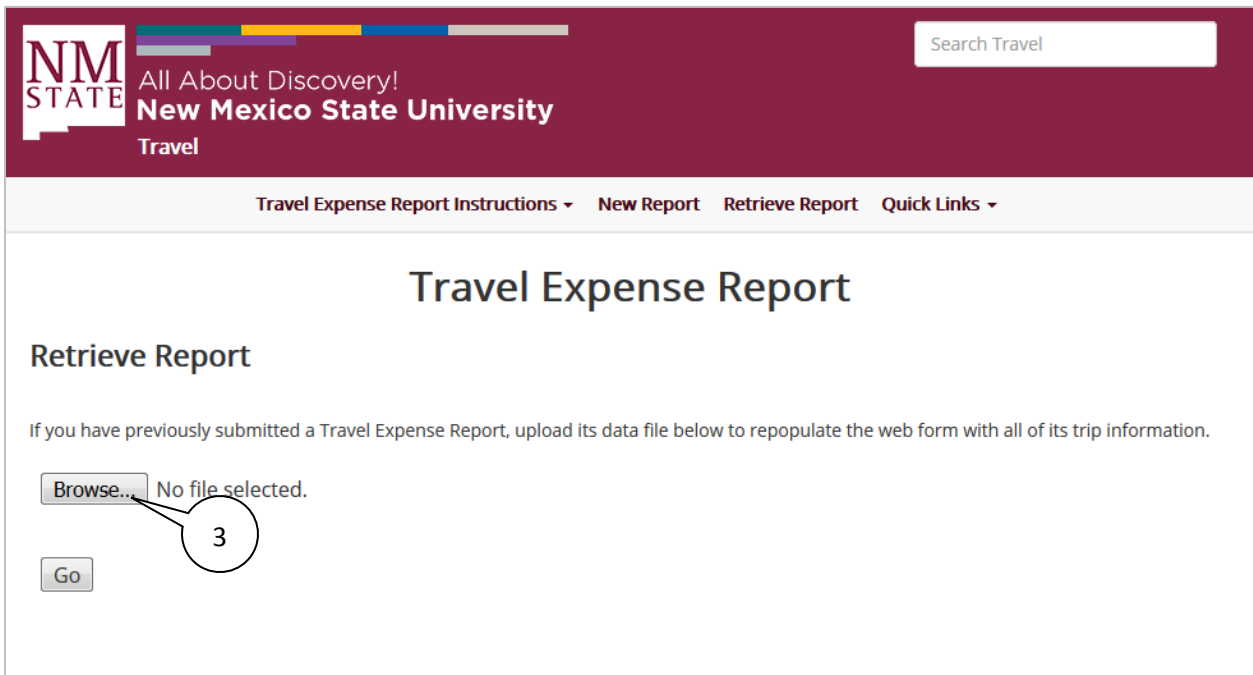
The Travel Expense Report data file can also be downloaded from the *Travel Expense Report Notification* email sent to the preparer.



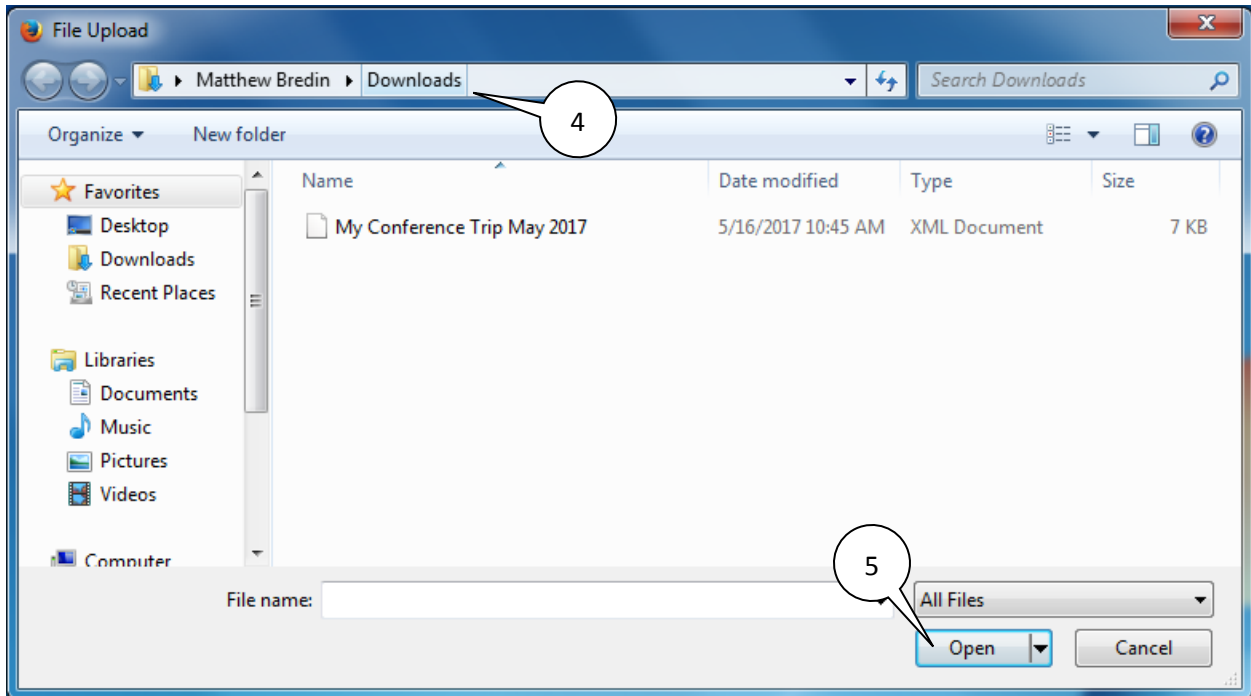
- i. Right-click the attachment to download the file and save it to a folder of your choice. Then, follow Steps f-h to rename the file accordingly.



2. Click on **Retrieve Report**.



3. Click on the **Browse...** button.



- 4. Navigate to the folder where the file was saved.
- 5. Select the file and then click on the **Open** button.



- 6. Click on the **Go** button.

NMSU STATE All About Discovery! New Mexico State University Travel

Search Travel

Travel Expense Report Instructions New Report Retrieve Report Quick Links

Travel Expense Report

Retrieve Report

Travel Expense Report retrieved! Select one of the buttons below:

Retrieve Travel Expense Report

Start Over

7

8

7. Click on the **Retrieve Travel Expense Report** button to retrieve the web form.
8. Click on the **Start Over** button to upload a different file.

New Mexico State University

[Travel Expense Report Instructions](#) [New Report](#) [Retrieve Report](#) [Quick Links -](#)

* Aggie ID:

* Name:

* Department:

* Business Purpose and Benefit:

* Preparer Name:

* Preparer Email:

* Preparer Phone:

Trip Info

* Departure Date: * Departure Time: AM/PM * Search Destination By: Domestic Zip Code Domestic City Foreign Country * Search Term: * Destination Per Diem: # of:

* Return Date: * Return Time: AM/PM Total Trip Duration:

* Advance: Yes No

Travel Expenses

Meals

Meal Per Diem

Destination	Meal Per Diem	Calculated Allowance	Less: Meals Provided			Total
El Paso, TX - First Day	\$59.00	\$44.25	Breakfast# <input type="text"/> × Rate \$8.85 Amount <input type="text"/>	Lunch# <input type="text"/> × Rate \$13.27 Amount <input type="text"/>	Dinner# <input type="text"/> × Rate \$22.13 Amount <input type="text"/>	\$44.25
El Paso, TX - Last Day	\$59.00	\$44.25	Breakfast# <input type="text"/> × Rate \$8.85 Amount <input type="text"/>	Lunch# <input type="text"/> × Rate \$13.27 Amount <input type="text"/>	Dinner# <input type="text"/> × Rate \$22.13 Amount <input type="text"/>	\$44.25
Meal Per Diem Total						\$88.50

Meal Reimbursement (if less than Meal Per Diem)
 Reset Meals

9. Make any necessary changes to the repopulated web form.

10. Click on the **Go** button when finished.