



New Mexico State University

Financial Systems Administration
Travel Expense Report – Retrieve an Existing Report

May 16, 2017

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Retrieving a Travel Expense Report

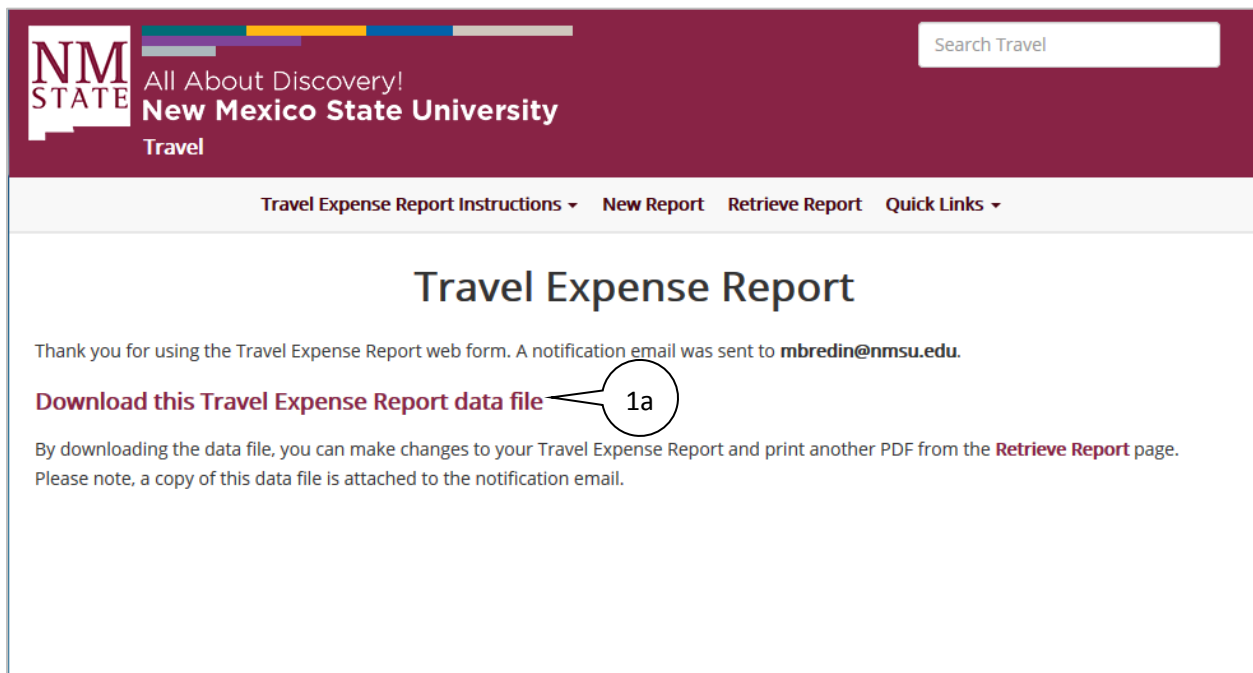
Purpose: To allow you to make changes to a Travel Expense Report that was already created without having to re-enter all of the travel information.

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**.



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

Travel Expense Report

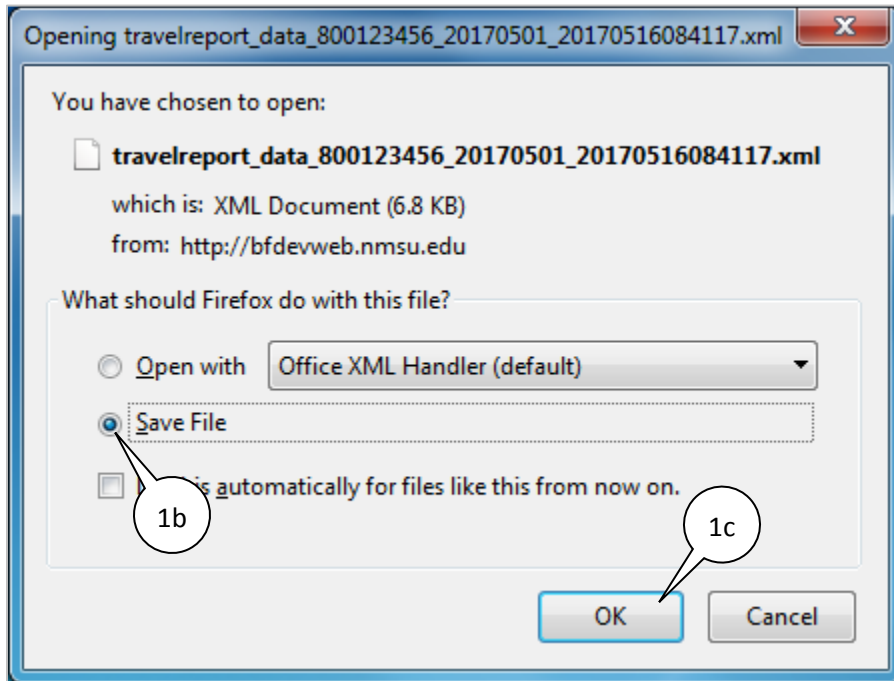
Thank you for using the Travel Expense Report web form. A notification email was sent to mbredin@nmsu.edu.

Download this Travel Expense Report data file 1a

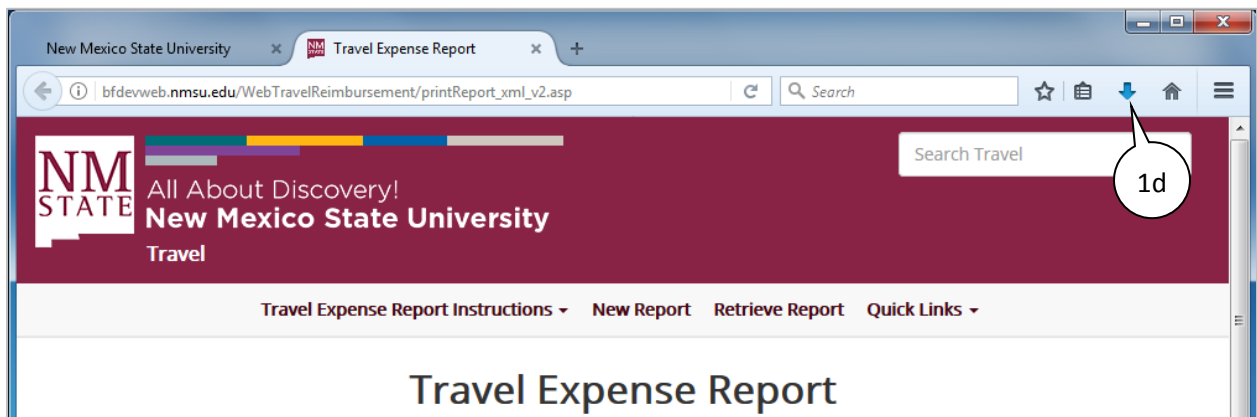
By downloading the data file, you can make changes to your Travel Expense Report and print another PDF from the **Retrieve Report** page. Please note, a copy of this data file is attached to the notification email.

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

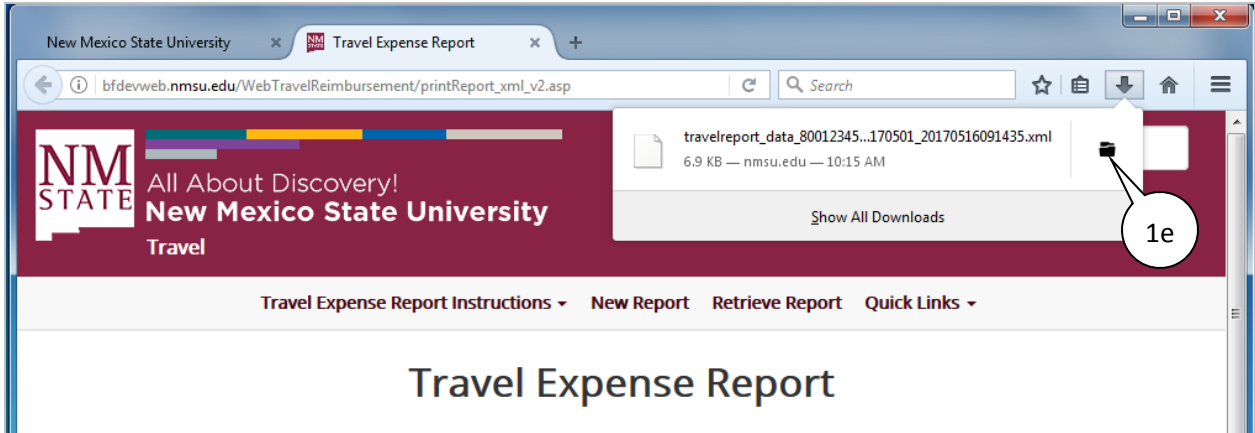
You will be prompted to save the file:



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

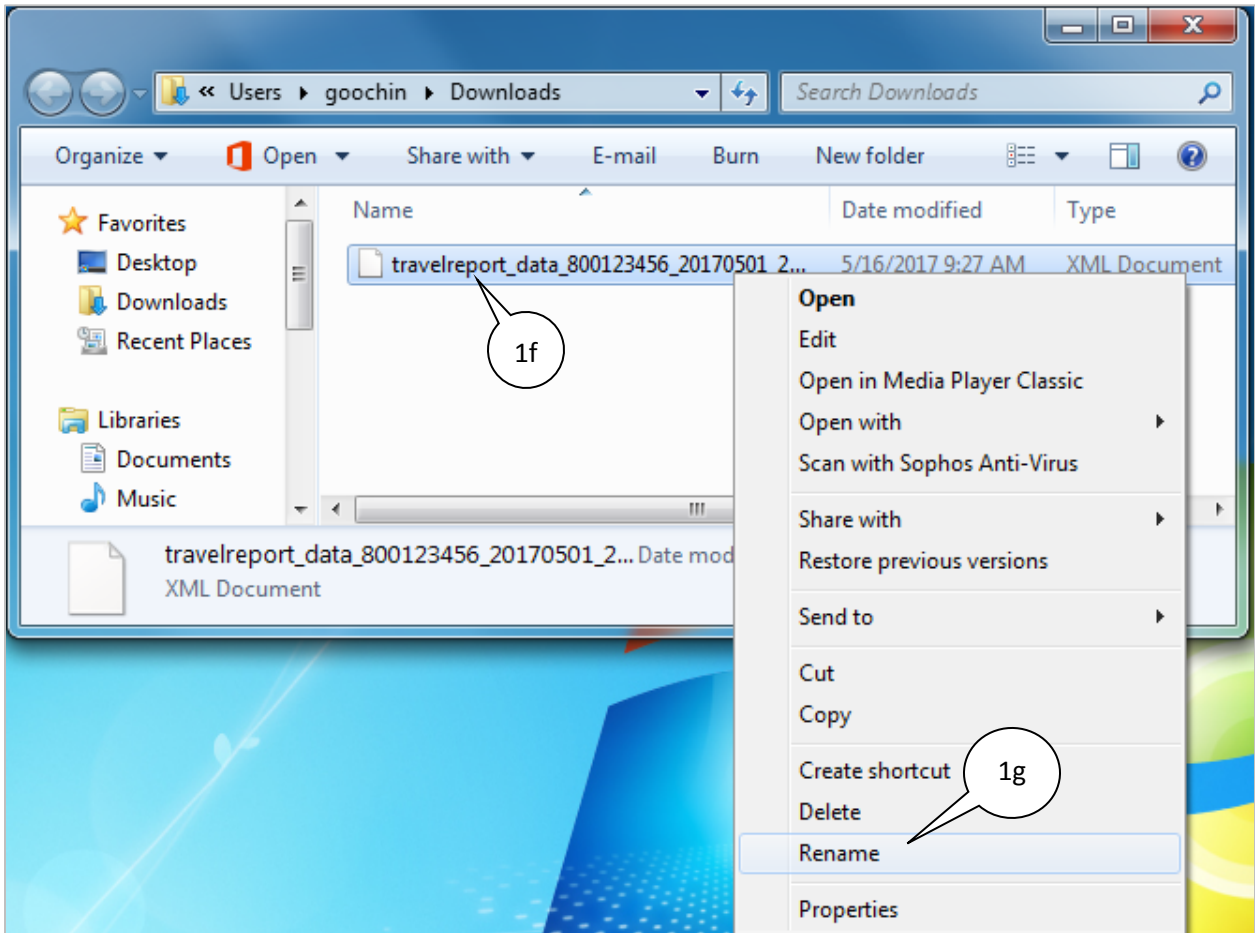


- d. Click on the blue arrow  icon in the toolbar.

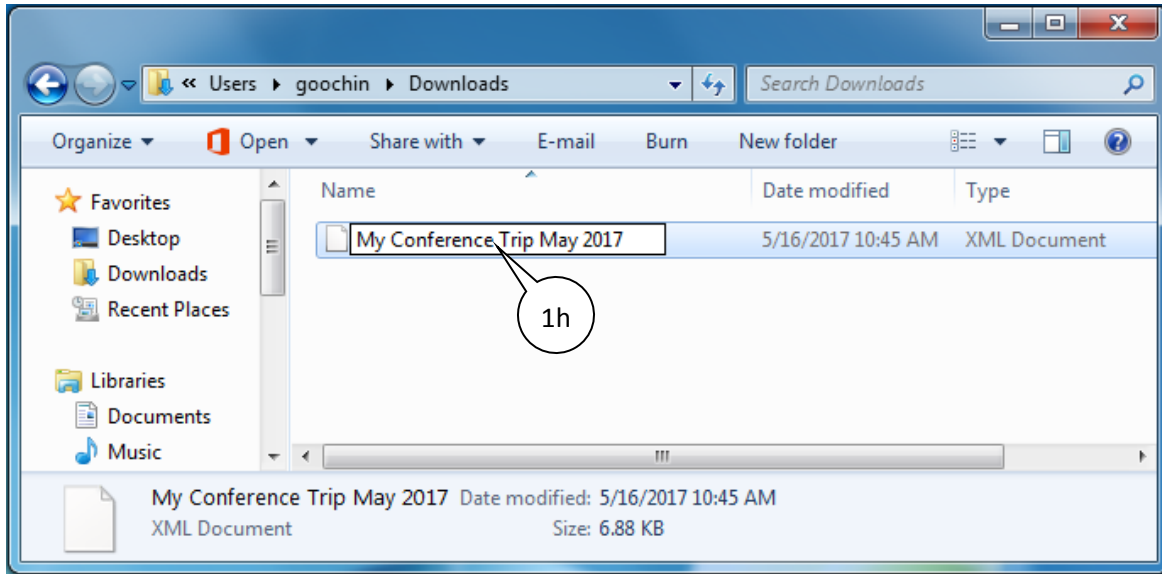


e. Click the folder icon to the right of the file name.

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



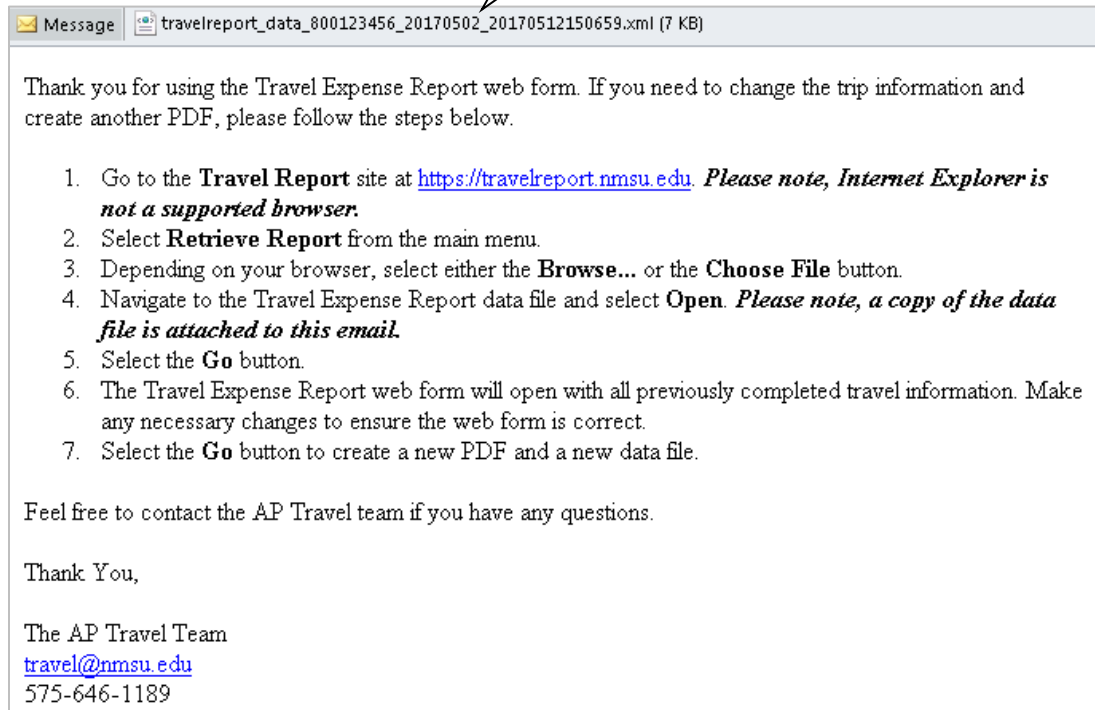
- f. Right-click on the file name.
- g. Select **Rename** from the context menu.



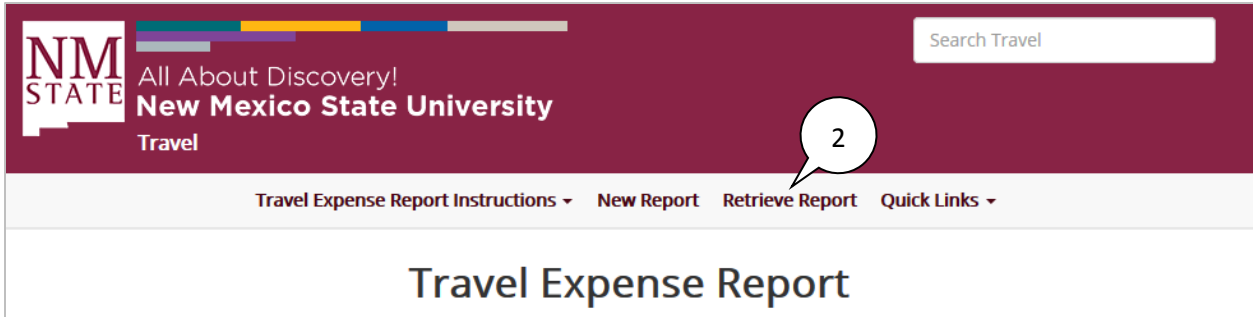
- h. Change the file name to something that will make it easier to identify.

Alternatively:

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



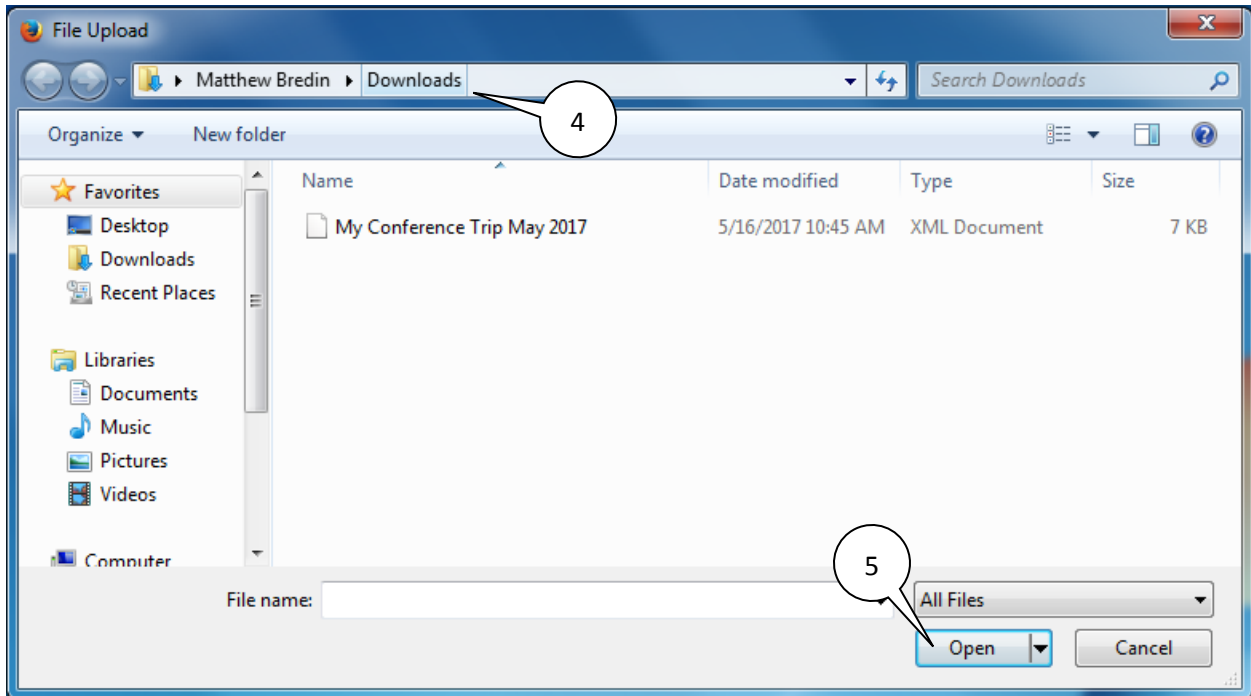
- i. Right-click the attachment to download the file and save it to a folder of your choice. Then, follow Steps f-h to rename the file accordingly.



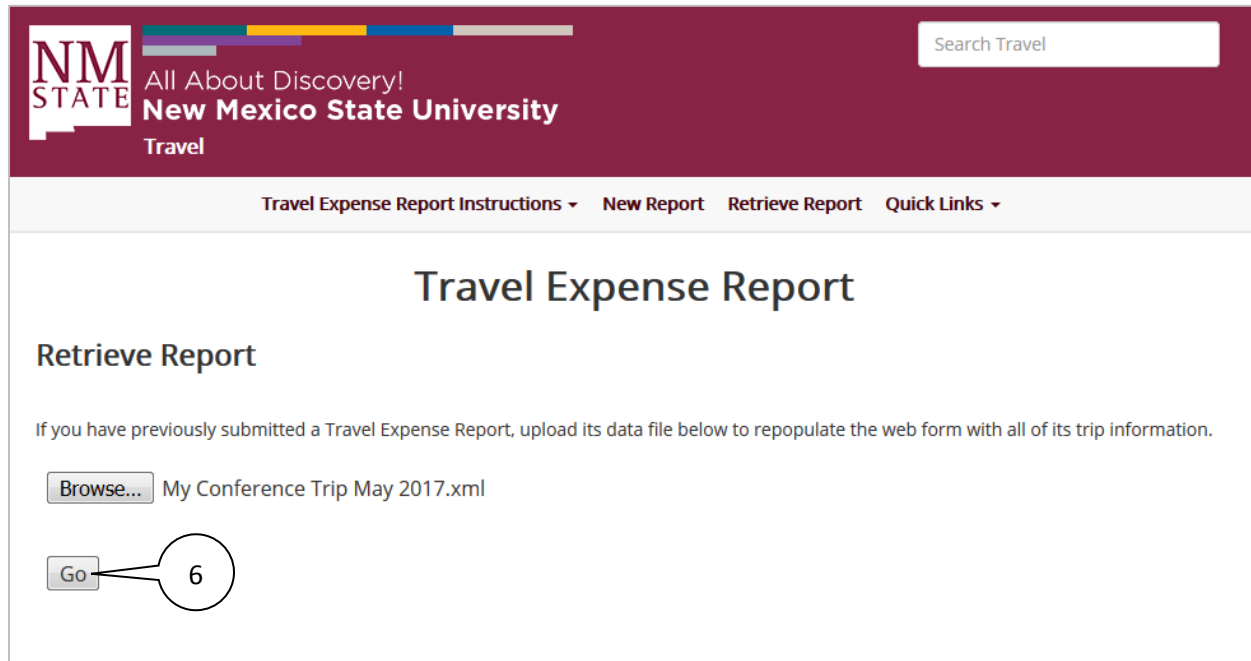
2. Click on **Retrieve Report**.



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.

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.

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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:

8

* 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.

9

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