Create a New Voucher

Click on New Voucher
Choose Vch from Auth in Drop Down.
Click Next

New Window will pop up with Available Authorizations
Select the appropriate authorization button
Click Select
New Voucher, General Tab will appear
This is where you would make changes to dates if early return, or change of TDY, etc.
Please make necessary changes, once information is correct
Click Create Document
Tab will appear across the screen. Go to the Expenses and Receipts Tab.
Add/Delete Expenses or change the amounts as needed
Verify payment method

Move to Exceptions Tab
If lodging was reserved outside of Concur/BCD, then provide justification in Other Authorization
Move to the **Accounting Tab** and verify the correct accounting is used.

Move to the **Confirmation Tab** and stamp **T-ENTERED** when creating a voucher for someone else.

**Stamp and Submit Document**

You will be asked to review Perform Pre-Audit flags and justify if necessary.

**Continue Stamping and Close Post Stamping Document**