# Voucher Entry - Travel Reimbursement for one Employee with Multiple Expenses using the “Regular Voucher” Style

1. **Main Menu** > **Accounts Payable** > **Vouchers** > **Add/Update** > **Regular Entry.**'**Add a New Value**'
2. **Enter** **Voucher Style** of “Regular Voucher”, **Supplier ID** (Employee “7” number), **Invoice** **Number,** **Invoice** **Date,** and **Gross Amount**
and click **Add**.

3. **Verify** header information is correct



1. **Enter** Invoice **Receipt Date**, **Service Date**, **Requested Payment Date** where applicable, and **Invoice Description.**

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1. **Enter** the GL Chartfield (Coding Block) information on the voucher Distribution Line.



1. **Click** the box in the “Copy Down” column next to the GL Coding line that you just entered.

**Click** the “+” sign next to the GL Coding line.



1. **Enter** the number of GL Coding lines that you wish to enter.

**Click** “Ok”



1. **Enter** the GL Coding information for the new GL Coding lines that you just added.

**Update** the “Merchandise Amt” column to reflect the correct amount for each GL Coding line.



1. On the “Voucher Attributes” tab, select the **“TRV 225”** Accounting Entry Template:
* It is important to select this value as it not only assigns the TCode of 225 but it will also assign a **document type of “1”** to this voucher when it is sent to USAS.



**Click** “Save”

**Note:** If you would like to know more about how document types are assigned to your vouchers when they are sent to usas, refer to the job aid **“CAPPS Configuration - How USAS Document Types are Assigned to Vouchers”.**