# Voucher Entry - Travel Reimbursement for one Employee using 247/904 TCode

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. On the “Voucher Attributes” tab, select the correct Accounting Entry Template:



**Click** “Save”

