How to Submit the Travel & Expense Configuration Workbook



1. Log in to PeopleSoft. Navigate to and select Report an Issue.

- 2. On the Report an Issue screen:
 - Select "Travel" from the Module drop down menu
 - Enter "Please assign to IDOA" in the *Briefly Describe Reason for Ticket* field.
 - Enter your business unit and "T&E Workbook" in the *Describe Your Problem in More Detail* field.
 - Click the paperclip icon to upload your workbook.

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*Describe your problem in more 00061 - T&E Workbook						
Attach file containing screen s	hots and details of the issue:					

3. In the File Attachment window, click the Choose File button.

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Your eMail address gmoorman@idoa Your User ID or Bidder ID G002114	IN gov					*
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Example - Furchase Order did not liquidate) (Example - Furchase Order did not liquidate) "Describe your problem in more detail 00051 - T&E Workbook Attach file containing screen shots and details c Submit	d the issue:					

4. Locate and select the workbook file on your device. Then click the Open button.

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5. Click the Upload button.

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6. The file is now uploaded on the Report an Issue screen. Click the Submit button. Your ticket is now submitted. You will receive an email confirmation.

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