Web Voucher Travel Authorization Form (WVTAF) Step-by-Step process

(Available through BCD Travel only)

**Please note: This option should not be used for any travel that may have taxable or reportable income implications.**

1. Call BCD Travel at 6-8000 and make air reservations. Inform the agent that you’d like to pay using the WVTAF.

2. Upon conclusion of the reservation, BCD will e-mail you a confirmation that will contain a **Record Locator Number** and the **Ticket Price/Fee** among other information. Once the itinerary is approved by the traveler, use the e-mail information to create the WVTAF.

3. [Click here](http://vpf-web.harvard.edu/applications/) to log on to the Oracle Applications Home Page. Expand the WV Reimbursement Inquiry option and select “Create Travel Authorization – BCD”. Note – Web Vouchers can only be requested from Harvard Finance Monday through Friday, from 9:00AM-4:00PM EST.

4. Complete WVTAF. Be sure to enter in Record Locator and complete ticket price, including all fees. The business purpose field is mandatory and supplier cannot be changed.

5. Forward to approver. Note: To prevent delay in having the ticket issued, notify your approver that a WVTAF is awaiting his/her approval.

6. Upon approval, an e-mail will automatically be generated to BCD Travel from Finance with the WV# and a cross-reference to the record locator. At this point BCD Travel will issue the ticket.

7. An electronic Invoice will be sent to the preparer indicating that the ticket has been issued.

8. The charge will appear on the detail listing approximately two weeks after the ticket has been issued.

1. DO NOT SEND WVTAF REPORT TO TRAVEL/REIMBURSEMENTS AND CARD SERVICES (RCS) OR ACCOUNTS PAYABLE. KEEP DOCUMENTS LOCALLY WITH YOUR OWN FILES.

Key points:

* **Price Changes**: BCD Travel is authorized by Harvard to issue a ticket when the ticket/fee price is equal to or up to $10 above the approved voucher amount. The Web Voucher must fully cover the cost of the ticket or the ticket will not be issued. If the fare increases more than $10.00 after the voucher is approved then a new voucher will need to be created for the correct amount. (The copy voucher feature works great here).
* **Refunds**: are processed monthly therefore you will typically see a credit on your detail listing report within 1-2 months after you notify BCD Travel that a refundable e-ticket was not used or return a paper ticket to them.
* **Trip cancellations:**  If you need to cancel your trip which has been booked and paid for via the WVTAF, contact BCD Travel. DO NOT cancel the WVTAF as charges may still apply. You need to advise BCD Travel of cancelled trips prior to departure or the funds will be forfeited to the airline.
* **Tickets Exchanges**: If the ticket and fee is less than what was originally approved, the same voucher can be used. If ticket and fee costs more than $10.00 above the approved amount, a new voucher with the additional amount will need to be generated. (The copy voucher feature works great here).

**Questions or comments regarding the WVTAF should be directed to the Reimbursement and Card Services office at 495-8500 Option 2**. **DO NOT SEND WVTAF REPORT TO REIMBURSEMENTS AND CARD SERVICES OR ACCOUNTS PAYABLE. KEEP DOCUMENTS LOCALLY WITH YOUR OWN FILES**.