

## 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/Amtrak 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. This e-mail provides you all the information you need to create the WVTAF.
3. [Click here](#) to log on to Web Voucher and choose Create Travel Authorization option under WV Reimbursements.
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 with the WV# and a cross-reference to the record locator. At this point BCD Travel will issue the ticket.
7. An e-mail confirmation 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.
9. 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 in the same week they are received. Therefore you will see a credit on your detail listing report within 1 to 2 weeks after you notify BCD Travel that an 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.
- **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 495-7760 Option 1. DO NOT SEND WVTAF REPORT TO REIMBURSEMENTS AND CARD SERVICES OR ACCOUNTS PAYABLE. KEEP DOCUMENTS LOCALLY WITH YOUR OWN FILES.**