

Checking the Status of Direct-Deposited Travel Reimbursements

1. Logon to the GLS and enter “V” in the action code field and “EDL” in the code field and depress the enter key.
2. Enter the account number and object code and depress the enter key; the system will display all transactions processed, reflecting traveler name and destination.
3. Tab down to the appropriate entry, enter an “S” to select the item and depress the enter key.
4. The Line Item Detail screen will display the entry number on which the travel reimbursement was processed, the travel expense voucher number will be reflected in the “Prim Srce Doc Type/#” field, and the travel encumbrance number in the “Alt Srce Doc Type/#” field.