Faxing in MyTravel

What do I need to keep in mind before faxing?

Cross off all sensitive information because once it’s faxed, the only way to delete it is to delete the report.

MyTravel requires a crisp barcode to properly assign the fax to the appropriate expense report. To insure the highest quality fax please check the following:

- Use the highest resolution possible on your printer
- Print on plain white paper
- Print using portrait orientation, not landscape
- Make sure the print is dark and clear, with no smudges, streaks, or marks
- Check that there are three barcodes with the words TOP and BOTTOM
- Place the pages so the cover page is faxed first
- Place the pages facing correctly (face down for most fax machines)
- Feed the pages as straight as possible
- Set the fax machine to Fine Resolution and turn Polling Off
- Make sure that halftone or photo mode is not on

To Fax Receipts:

1. Print the fax cover page and check for good quality (see above).
2. Prepare receipts and mask sensitive information such as complete credit card or social security numbers, phone numbers or home addresses. Either make photocopies, use a clear faxing jacket, (available in UCD Buy-OfficeMax catalog #L5099DC) or tape receipts to sheets of paper if your fax machine accepts these.
3. When faxing receipts for more than one report, dial the fax number separately for each report. Fax the cover page and receipts to: 530-752-0979 (local UCD campus number) or toll-free number 877-213-4644.
4. Confirm that the fax was received. Wait a few minutes, then click the Check Receipts link for this expense report. Keep all receipts until the expense report has been paid.

What if the fax does not appear in MyTravel?

If you receive a fax confirmation but do not see the fax in MyTravel, use a different printer to see if the image improves and then fax again. If the problem persists, use a different fax machine. If there's still no improvement contact the MyTravel Help Desk.

Faxing Receipts Again

If you want to add more receipts for the same report, fax the cover page with just the receipts you would like to add. Resubmit any receipts that do not display clearly on the report.