

TIPS

from Business Affairs



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™



Travel Voucher Checklist

The TTUHSC Travel Office processes several thousand vouchers (including applications) each fiscal year. Prior to processing vouchers, each one is reviewed for proper documentation, receipts with proof of payment, adherence to proper state rates and limits, and proper departmental approvals.

A careful review of a travel voucher for complete and proper documentation prior to submitting to the Travel Office will assure timely processing of the voucher. If all requirements are not met, the voucher will either be cancelled, returned or held waiting on the traveler to send additional/correct documentation. This usually requires email reminders to the traveler and/or preparer and delays processing.

A new [Travel Voucher Checklist](#) has been created that outlines the required documentation for each category of expense on the travel voucher. Travelers and travel preparers should review the checklist prior to travel and while preparing the voucher. The Travel Voucher Checklist can be accessed from the F & A Work Tools Tab under Travel then Travel Home. Click Help in the gray menu bar on the left.

To determine the Status of your travel voucher, go to the [TTUHSC Travel2 Site](#), select Reports from the menu and then select Status History. Enter your trip number and Submit.

More Information: [Travel2 Training](#), [Travel Home](#), [Texttravel](#)

For questions, contact the TTUHSC Travel Office at Travel@ttuhsc.edu.

