Prior to TTUHSC travel, a travel application should be entered in the Travel System. The travel application will encumber the proper funds and provide the ability for an advance in payment reimbursement.

To begin the process of a Travel application, select **Applications** from the main menu of the Travel System, then click **Create a New Application**.

Select the **radio button** next to the appropriate type of travel. The traveler's vendor record must be selected before proceeding. Please use the Search Box to locate the vendor information. Enter the **search criteria** in the text box. It is highly recommended you enter the last name surrounded by wildcard % signs (e.g. %Smith%). The search is case sensitive. Then, click **Search**.
Only the first 50 results will be displayed. If no vendors match your search criteria, you will need to create a New Vendor Request by clicking the link. It is important to search and verify that the vendor record does not exist as you cannot proceed without a Vendor Record.

After completing a New Vendor Request form, the information will be sent to the Purchasing Office. Once the vendor has been set up, you will receive an email confirmation from the Purchasing department.

Once a successful search for a vendor is completed, select the **Vendor Record Number** to continue with the application process.

The appropriate supervisor for the vendor must now be selected. The traveler’s supervisor according to Human Resources data will automatically appear.

Utilize the Search field in the same way as the Vendor Search if you need to search for a different supervisor. Enter the search criteria. You may use the supervisor’s last name surrounded by the wild card % (e.g., %Smith%) to help you search.

Once the appropriate travel supervisor is located, click **Select** to the left of the name.
You will need to enter the **Basic Trip Information**, and click **Next**.
If you are taking vacation during this trip, please select the checkbox next to “I will be taking leave during this trip.”

This will enable you to enter your vacation information such as the Start Date and End Date of your leave along with the City, State and Country.

Once you finish entering your information or if you will not be taking leave, click **Next**.
If you intend to use the University’s business travel account (BTA) to pay for airfare, please select the checkbox and enter the requested information. It is assumed that you have already made your flight reservation through one of the approved travel agencies.

If you will not be requesting a BTA for your airfare expense, select Next.

You will now need to enter your estimated expenses for your trip. For your benefit, it is important to be as accurate as possible, but the Travel Office understands that this is just an estimate for the purpose of encumbering the funds you will require for reimbursement.

Select Show Other Expenses to reveal other fields to provide estimated expenses about your trip. Once you finish entering your expenses, click Next.
The Account Distribution section requires you to allocate the total estimated expenses to one or more FOAPs for an encumbrance to be created. The FOAPs must be valid and have enough funding.

You can allocate to one or many FOAPs, but the allocation total must match your total expenses. Use the Account drop down to allocate to different accounts depending on which COA you are using.

When you have finished adding your FOAP information, select Add.

Each funding line will be added to the account distribution. To validate the FOAP(s), check the available budget and verify the amount distribution, click Next.
Any errors relating to the Budget, FOAP and Distribution will display on the screen. All errors must be corrected before you can proceed. To correct errors or make any changes to a funding line, use either **Edit** or **Delete** next to the appropriate accounting line.

If you qualify and would like to request an advance, select the **checkbox** next to “I would like an advance for airfare or other prepaid expense with submission of charge card billing.” You will then need to enter the **additional dollar amounts** for the requested expenses.

Once you finish entering the advance information or if you will not be requesting an advance, click **Next**.
You should review the summary of your Travel Application for any errors. **Please do not use your browser’s Back button to make any changes.** Use the links at the top of the Summary page to navigate to the section that needs editing. You may also click the red highlighted links in the main summary section.

After reviewing the application, either select **Everything Looks Correct – Submit this Application** or **Delete This Un-submitted Application**.

Once your application is submitted, you will receive an application number. The traveler, the traveler’s supervisor, and all fund/org managers associated with the trip will be notified by email.
Click “View a printable version of your application here” to print or save a copy of your application.

Please remember to fill out a voucher no later than 30 days after the trip. If you received an advance, the voucher along with supporting documents must be received in the Travel Office no later than 15 working days after the completion of the trip.

If you have additional questions, please contact the Travel Office at Travel@ttuhsc.edu.