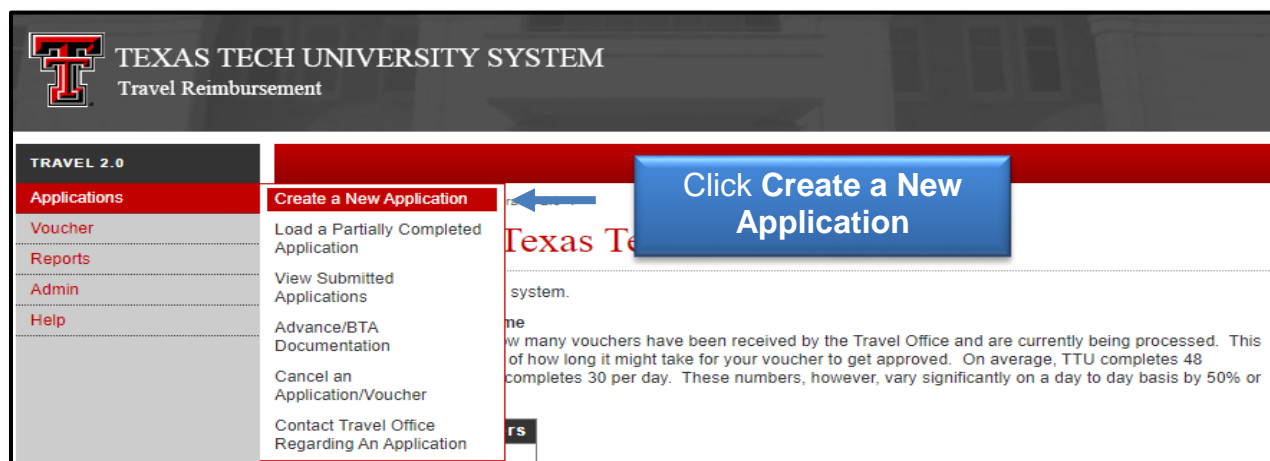


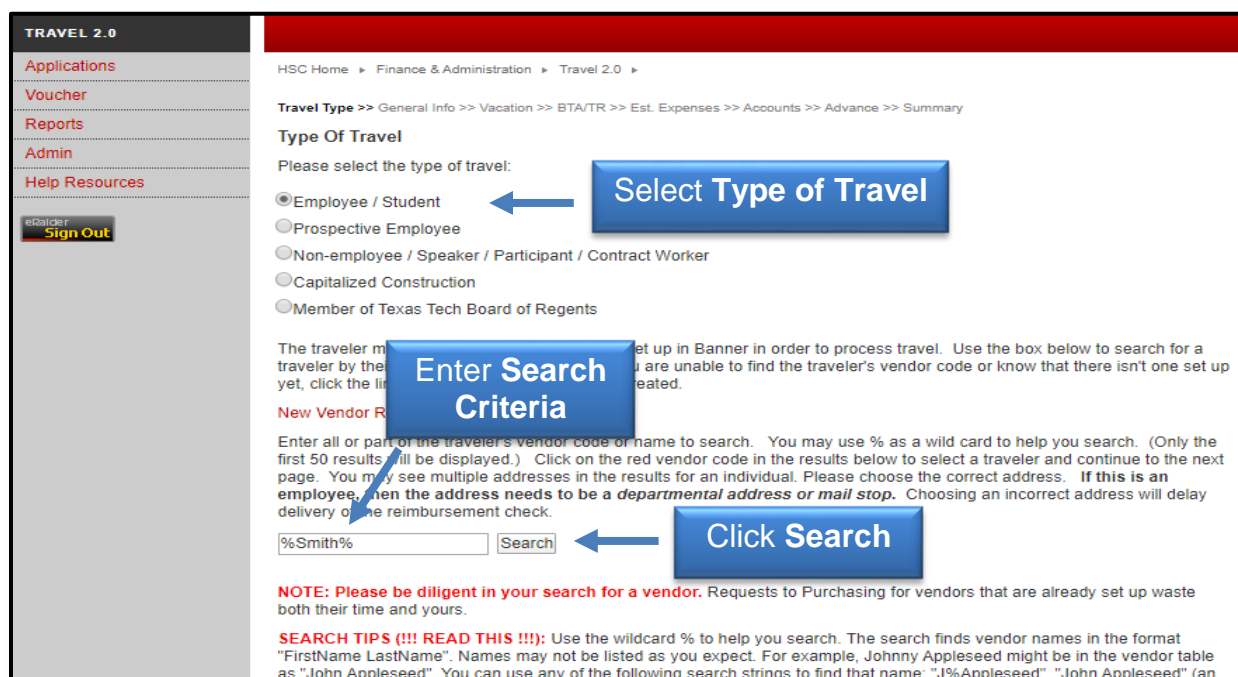


Prior to TTUHSC travel, a travel application should be entered in the Travel System. The travel application will encumber the proper funds and provide the ability for an advance in payment reimbursement.

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**.



Creating the Travel Application

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.

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Type Of Travel

Please select the type of travel:

☒ Employee / Student
☐ Prospective Employee
☐ Non-employee / Speaker / Participant / Contract Worker
☐ Capitalized Construction
☐ Member of Texas Tech Board of Regents

The traveler must already have a vendor code set up in Banner in order to process travel. Use the box below to search for a traveler by their vendor code, id, or name. If you are unable to find the traveler's vendor code or know that there isn't one set up yet, click the link below to request that one be created.

[New Vendor Request](#)

Enter all or part of the traveler's vendor code or name to search. You may use % as a wild card to help you search. (Only the first 50 results will be displayed.) Click on the red vendor code in the results below to select a traveler and continue to the next page. You may see multiple addresses in the results for an individual. Please choose the correct address. **If this is an employee, then the address needs to be a departmental address or mail stop.** Choosing an incorrect address will delay delivery of the reimbursement check.

	Name	Address1	Address2	City	State	Zip
R000	P Smith			Lubbock	TX	79409
R00	L Smith			El Paso	TX	79912-6229
R000	M Smith			Lubbock	TX	79409

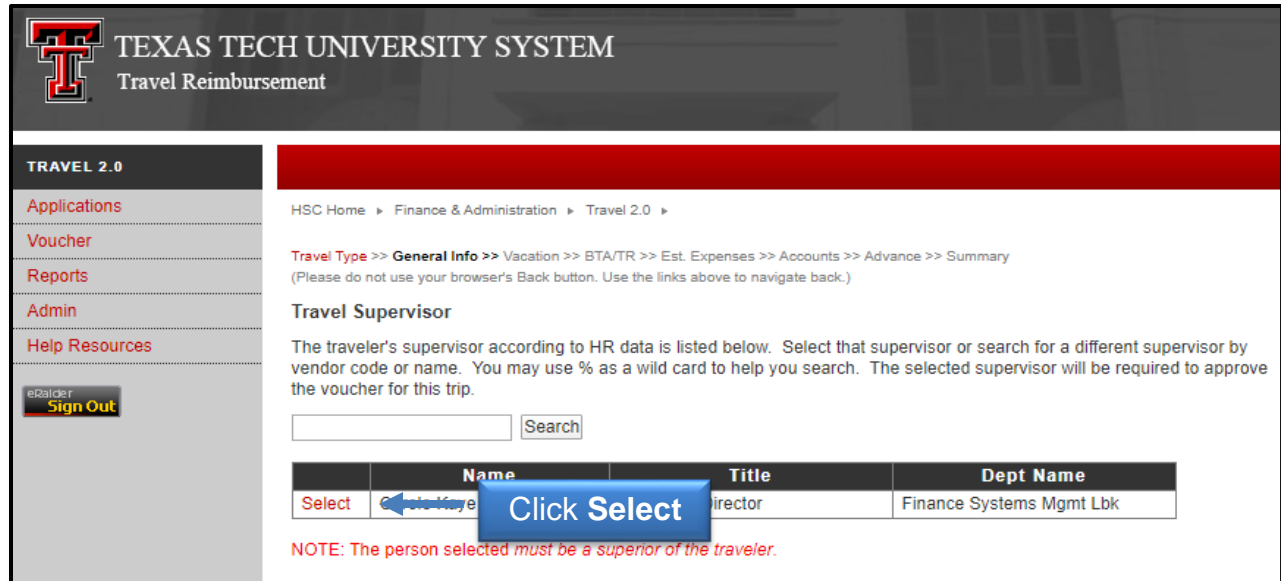
Select a Vendor Record Number

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.

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Travel Supervisor

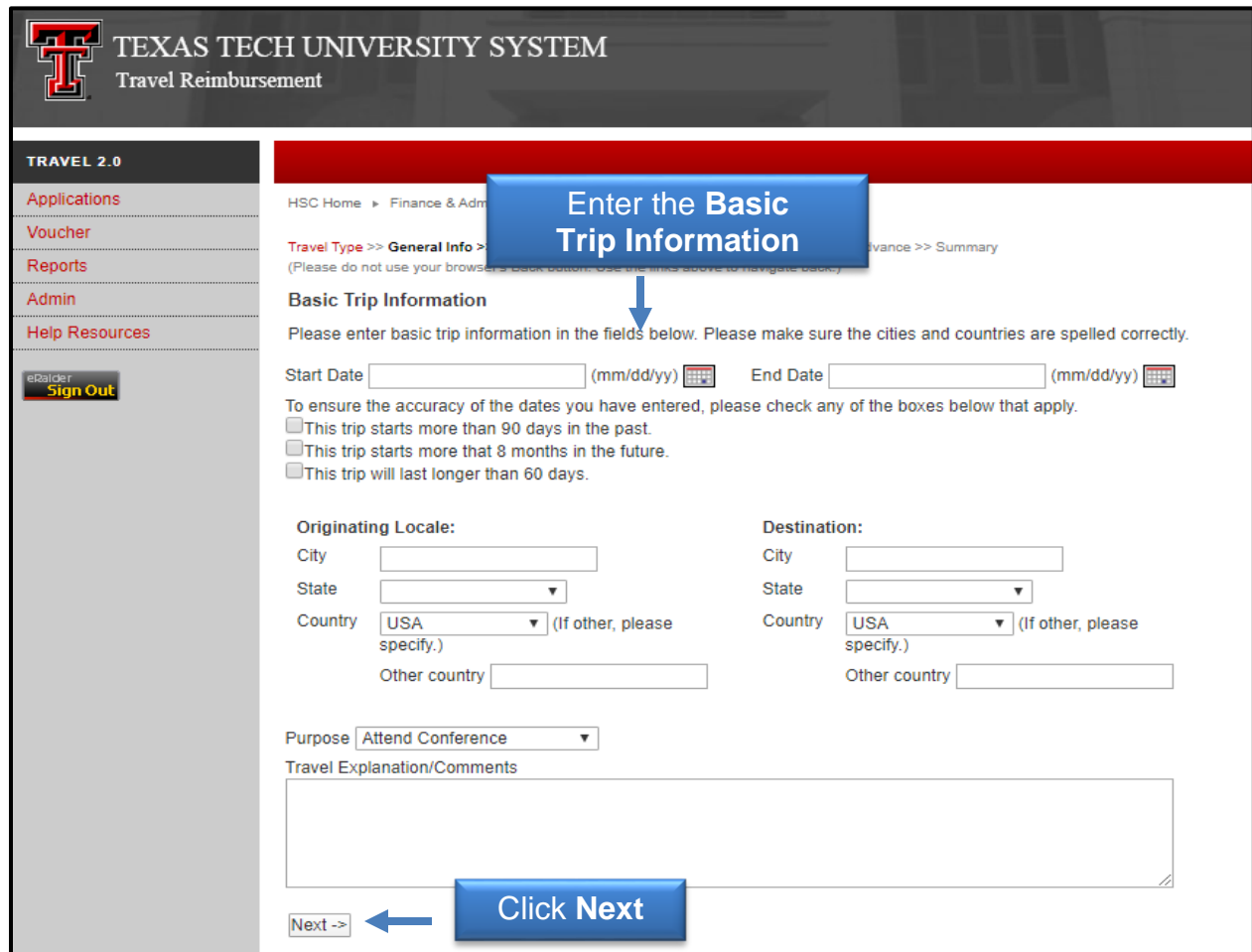
The traveler's supervisor according to HR data is listed below. Select that supervisor or search for a different supervisor by vendor code or name. You may use % as a wild card to help you search. The selected supervisor will be required to approve the voucher for this trip.

Search

Select	Name	Title	Dept Name
<input type="radio"/>	Director	Director	Finance Systems Mgmt Lbk

NOTE: The person selected must be a superior of the traveler.

You will need to enter the **Basic Trip Information**, and click **Next**.



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Basic Trip Information

Please enter basic trip information in the fields below. Please make sure the cities and countries are spelled correctly.

Start Date (mm/dd/yy) End Date (mm/dd/yy)

To ensure the accuracy of the dates you have entered, please check any of the boxes below that apply.

☐ This trip starts more than 90 days in the past.
☐ This trip starts more than 8 months in the future.
☐ This trip will last longer than 60 days.

Originating Locale:

City
State
Country (If other, please specify.)
Other country

Destination:

City
State
Country (If other, please specify.)
Other country

Purpose

Travel Explanation/Comments

Click Next

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If you are taking vacation during this trip, please select the checkbox next to “I will be taking leave during this trip.”

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Vacation

If you are taking vacation during this trip, please check the box and enter the requested information.

☐ I will be taking leave during this trip.

Next ->

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**.

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Vacation

If you are taking vacation during this trip, please check the box and enter the requested information.

☒ I will be taking leave during this trip.

Start Date (mm/dd/yy) End Date (mm/dd/yy)

City

State

Country

Next -> Click Next

Creating the Travel Application

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.

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Business Travel Account (BTA) / Transportation Request (TR)

If you intend to use University's business travel account (BTA) to pay for your airfare, check the box below and enter the requested information. It is assumed that you have already made your flight reservation through one of the approved travel agencies.

☐ I would like to use the University Business Travel Account (BTA) for my airfare expense.

Next -> Click 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**.

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Estimated Expenses

Estimate your expenses using the fields below. 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 purposes of encumbering the funds you will require for reimbursement.

Expenses Item	Item Units	Unit Cost	Expense Total ¹	
Commercial Air			\$	
Meals	4 days	\$	\$	Locality rates
Lodging	3 nights	\$	\$	Locality rates / View contract rates
Rental Car	days	\$	\$	View contract rates
Personal Auto Mileage	miles	\$ 0.5750	\$	
Shuttle, & Limousine			\$	
Parking			\$	
Other expenses (Tips, Fuel for rental cars, etc.)			\$	
TOTAL ESTIMATED EXPENSES			\$ 0	

Show other expenses

Next -> Click Next

Creating the Travel Application

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**.

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(Please do not use your browser's Back button. Use the links above to navigate back.)

Account Distribution

Using the boxes below, show how you would like the cost of travel to be distributed among your accounts.

Your total estimated expense is: \$1,025.56
You can allocate to one or many FOAP's, but the allocation total must match this total.

NOTE: Your estimated expense items require encumbrances on different budget pools. Each budget item may need a separate line item in the encumbrance. Use the Account drop down to allocate to different accounts depending on which COA you are using.

COA	Fund	Organization	Account	Program	Amount	
H			7016TE Out of State			Add

Edit*	Delete	COA	Fund	Org	Account	Program	Amount	Locality Rates Apply**
No accounts entered.								

Next ->

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**.

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(Please do not use your browser's Back button. Use the links above to navigate back.)

Account Distribution

Using the boxes below, show how you would like the cost of travel to be distributed among your accounts.

Your total estimated expenses are: \$1,025.40
You can allocate to one or many FOAP's, but the allocation total must match this total.

NOTE: Your estimated expense items require encumbrances on different budget pools. Each budget item may need a separate line item in the encumbrance. Use the Account drop down to allocate to different accounts depending on which COA you are using.

COA	Fund	Organization	Account	Program	Amount	
H			7016TE Out of State			Add

Edit*	Delete	COA	Fund	Org	Account	Program	Amount	Locality Rates Apply**
Edit	Delete	H	18	20	7016TE	60	\$1,025.56	False
							Total:	\$1,025.56

Next ->

Click Next

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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.

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(Please do not use your browser's Back button. Use the links above to navigate back.)

Account Distribution

Using the boxes below, show how you would like the cost of travel to be distributed among your accounts.

Your total estimated expenses are: \$1,025.40
You can allocate to one or many FOAP's, but the allocation total must match this total.

NOTE: Your estimated expense items require encumbrances on different budget pools. Each budget item may need a separate
Use the Account drop down to allocate to different accounts depending on which COA you are

Organization	Account	Program	Amount
H	7016TE Out of State		

Add

Edit*	Delete	COA	Fund	Org	Account	Program	Amount	Locality Rates Apply**
Edit	Delete	H	18	20	7016TE	60	\$1,025.56	False
Total:							\$1,025.56	

Next ->

Unable to continue because of the following errors:

- Only \$1025.40 can be allocated to account 7016TE.

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**.

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Advance

If you need an advance and qualify, check the box below and provide the requested information.

☐ I would like an advance for airfare or other prepaid expense with submission of charge card billing.

Next -> Click Next

Creating the Travel Application

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**.

The screenshot shows the 'TRAVEL 2.0' application summary page. The left sidebar contains links for Applications, Voucher, Reports, Admin, and Help Resources, along with an eReader Sign Out button. The main content area displays the application summary with various sections and tables. Annotations include blue boxes and arrows pointing to navigation links at the top, the 'General Information' section, the 'Estimated Expenses' table, the 'Accounts' table, and the 'Everything Looks Correct -- Submit This Application' button.

Navigation Links: Travel Type >> General Info >> Vacation >> BTA/TR >> Est. Expenses >> Accounts >> Advance >> Summary

Summary
Please look over the information below and make sure it is correct before

General Information

Travel Type: Employee / Student
Department: Finance Systems Mgmt Lbk
Agency: TTU Health Sciences Center
Traveler:
Traveler Title: Assistant Director
Preparer:
Travel Dates: 4/5/2020 - 4/8/2020
Originating Locale: Lubbock, TX
Major Destination: Orlando, FL
Explanation: Attend conference in Orlando, FL

Estimated Expenses

Expense Type	Units	Unit Cost	Item Sub-Total
Commercial Air			\$388.00
Meals	4	\$50.00	\$200.00
Lodging	1	\$269.00	\$269.00
Personal Auto Mileage	32	\$0.5750	\$18.40
Taxi			\$50.00
Parking			\$50.00
Other Expenses			\$50.00
			\$1,025.40

Accounts

COA	Fund	Organization	Account	Program	Amount
H	18	20	7016TE	60	\$1,025.40
					\$1,025.40

Click Everything Looks Correct – Submit This Application

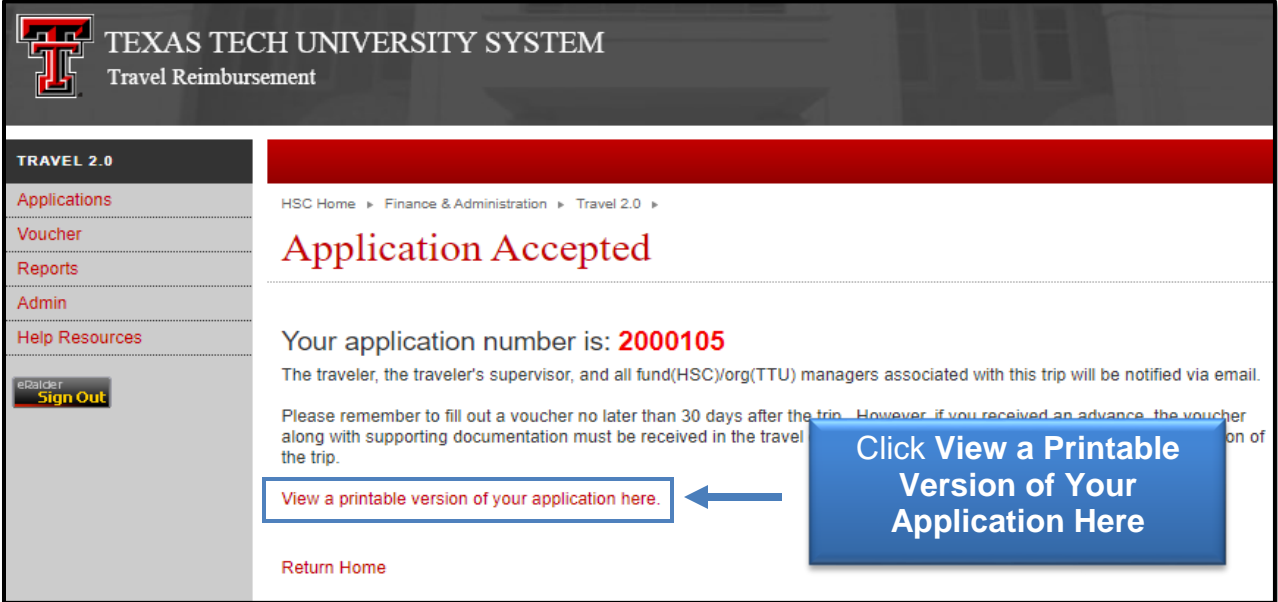
My Department Requires Application Signatures

Everything Looks Correct -- Submit This Application 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.

Creating the Travel Application

Click “**View a printable version of your application here**” to print or save a copy of your application.



The screenshot shows the Texas Tech University System Travel Reimbursement portal. The header includes the TTU logo and the text "TEXAS TECH UNIVERSITY SYSTEM Travel Reimbursement". A left sidebar contains navigation links: Applications, Voucher, Reports, Admin, and Help Resources, along with a "Sign Out" button. The main content area displays "Application Accepted" in large red text. Below this, it states "Your application number is: 2000105" and provides notification details. A blue callout box with the text "Click View a Printable Version of Your Application Here" has an arrow pointing to a link that says "View a printable version of your application here." at the bottom of the application details section. A "Return Home" link is also visible at the bottom left of the main content area.

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.