



Electronically Approving Travel Vouchers

Supervisors of travelers electronically approve travel vouchers in the Travel System.

To begin the electronic approval process, go to the main menu of the Travel System. Select **Voucher**, and then click the **Approve a Voucher** link.

Agency	Vouchers
HSC	103
HSC at El Paso	16
TTU	498

Select the trip you want to approve by clicking the associated **Voucher Number**. You will have the opportunity to view/print detailed information about the selected voucher before approving.

Start Date	Vendor Code
2000105	alle R00

You'll see a brief summary of the Voucher for the trip. To view a more detailed version of the travel information, click **View Worksheet in PDF Format**.

If the Travel Voucher has an error that needs correcting, select the **Correction Needed** button. The traveler will be notified and all applicable approvals will be required again.

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If you agree with the expense report, click **Approve**.

TEXAS TECH UNIVERSITY SYSTEM
Travel Reimbursement

TRAVEL 2.0

Applications
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Help Resources

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Voucher Approval

Below is a brief summary of the data entered for this trip. If you agree with this expense report, click the Approve button below. If you do not agree, click Return to Preparer. In this case, it is your responsibility to contact the preparer and communicate any issues you have with this voucher. The preparer will then have the opportunity to make corrections and resubmit.

NOTE: By clicking Return to Preparer, you will reset all approvals for this voucher (e.g. supervisor, departmental, SPAR, etc.) that may currently apply. Once resubmitted, the voucher will require all applicable approvals again.

Trip 2000105

Total Expenses:	\$1,073.85
Total Reimbursement Amount*:	\$1,073.85

Uploaded Documentation

Filename	Expense	Description	Size
Airfare.pdf	Commercial Air	Airfare Receipt	1771K
Meals.pdf	Meals	Meal Receipt	1068K
Lodging.pdf	Lodging	Hotel Receipt	131K
Airport Parking.pdf	Parking	Airport Parking Receipt	235K
Uber.pdf	Taxi, Shuttle, and Limo	Uber Parking	713K

[Approve](#) [Correction Needed](#) (Return to the preparer for editing and resubmission.)

[View Worksheet in PDF format](#)
[View Coversheet in PDF format](#)

*The total reimbursement amount may change in the event that the Travel Office deems it necessary to modify certain claims due to state or university policy restrictions.

(Show items pending your approval)

Voucher 2000105
Traveler

From: Lubbock, TX
To: Orlando, FL

[List of Expenses](#)

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