



Electronically Attaching Travel Documents

Supporting documentation that must be received by the Travel Office before a Travel Application or Travel Voucher will be approved may be attached electronically in the Travel System. These supporting files will need to be uploaded in a standard format, e.g. mail (.msg), Excel, PDF, TIFF, JPG, etc. For images, please make sure all information is readable.

You should NOT upload any documents with visible credit card numbers, bank account numbers, or other sensitive personally identifiable information. Carefully review each document for this type of information and make sure to redact this information so that it is not legible on the uploaded document.

Any supporting documentation submitted with the Travel Application is required when the Travel Voucher is submitted. These are two separate documents and in order to calculate the correct reimbursement and clear advances, the expenses must be included with the Travel Voucher.

Travel Application for BTA or Advances

Enter the **Travel Application** and **request advance or Business Travel Account (BTA)**.

If the documentation is not yet available, you may access this page later from the left menu under **Applications**, then select **Advance/BTA Documentation**.

Once you submit the Travel Application, you have the opportunity to attach the supporting documentation by clicking **Submit Documentation**.

The screenshot shows the TRAVEL 2.0 web application interface. On the left is a navigation menu with options: Applications, Voucher, Reports, Admin, Help Resources, and a Sign Out button. The main content area has a red header with a 'Select Applications' button. Below the header, it says 'Application Accepted' in red. The application number is displayed as '1600098'. A message states: 'The traveler, the traveler's supervisor, and all fund(HSC)/org(TTU) managers associated with this trip will be notified via email.' Another message says: 'Please remember to fill out a voucher no later than 30 days after the trip. However, if you received an advance, the voucher along with supporting documentation must be received in the travel office no later than 15 working days after the completion of the trip.' There is a link to 'View a printable version of your application here.' A box titled 'Supporting Documentation' contains text: 'Since you have requested an advance or BTA, please use the electronic documentation page (link below) to submit your supporting documentation to the Travel Office. If the documentation is not yet available, you can come back later and access this page from the left menu: Applications > [link]'. Below this text is a 'Submit Documentation' button and a 'Click Submit Documentation' button. A 'Return Home' link is at the bottom left.

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Click **Browse** to search for the receipt associated with the requested advance/BTA and then select **Upload**. More than one file may be uploaded at a time. Click **Save Changes**.

The screenshot shows the 'Advance/BTA Documentation for Application 1600098' page. The page includes a sidebar with navigation options (Applications, Voucher, Reports, Admin, Help, Sign Out), a breadcrumb trail (HSC Home > Finance & Administration > Travel 2.0 >), and a main content area with instructions for uploading files. A table lists attached files, and a 'Save Changes' button is highlighted with a blue callout box.

Application 1600098
Traveler:
From: Lubbock, TX
To: Dallas, TX

Filename	Description	Size	Delete
	Prepaid Hotel Receipt		Delete

Travel Voucher

You may add all supporting documentation for a trip on the Expenses page of the Voucher in the Travel System **OR** you may add individual documentation that applies to each expense you enter the expense.

To submit all your supporting documentation to the Expenses page, click **go here** located in the Upload Documentation box.

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TRAVEL 2.0

Applications
Voucher
Reports
Admin
Help Resources

HSC Home > Finance & Administration > Travel 2.0 >

Expenses

Enter expenses for trip **2000105**. Click on an expense link to enter expenses of that type. When all expenses for this trip have been entered, click the "Next" button to go to the Voucher Worksheet where you will review your expenses and finalize your voucher.

Voucher 2000105
Traveler:
From: Lubbock, TX
To: Orlando, FL
[List of Expenses](#)

Commercial Air
Hotels and Hotel Tax
Personal Auto Mileage
Parking
Apartment Rental
Food and Entertainment

Meals
Rental Car
Taxi, Shuttle, and Limousine
Registration Fees
Other Expenses*

More Transportation:
Bus-Chartered
Train
Personal Plane Mileage
Bus-Other
Public Transportation

Expenses claimed so far: \$00

Icon Legend:
✔ You have entered information and allocated the amount for this expense.
✔ You have entered information for this expense but the amount allocated is out of balance.
📄 You have uploaded documentation for this expense.
* Other Expenses: includes gas for rental cars, tips, etc.

Upload Documentation
(Optional) If you would like to submit your documentation electronically, [go here](#).

Click Go Here

Click **Choose Files** to search for the receipt(s) associated with the Travel Voucher then select **Upload**. Multiple files may be uploaded at the same time if needed.

After adding the supporting document(s), you will be required to choose an **Expense** from the drop down list. Add an appropriate **Description** for each file that best fits the documents. If you add a file containing documentation for the entire trip, choose the Other expense and enter All Receipts in the Description Box.

When you have finished uploading all documents, click **Save and Continue** to proceed.

Electronically Attaching Travel Documents

TRAVEL 2.0

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eRaiders Sign Out

HSC Home > Finance & Administration > Travel 2.0 >

All Supporting Documentation for Trip 2000105

Below is a list of files attached to this voucher. This includes files you may have attached after entering an expense. Please upload files that are in a standard format, e.g. email (.msg), Word, Excel, PDF, TIFF, JPG, etc. are all acceptable. For images, please make sure all information is readable.

All files must be categorized as an expense type. If a file contains information regarding more than one expense, simply make a reasonable selection. For example, valet parking may be included on a lodging receipt. In this case, categorizing the receipt as Lodging would be a reasonable choice.

Please DO NOT upload any visible CREDIT CARD NUMBERS, BANK ACCOUNT NUMBERS, or PERSONALLY IDENTIFIABLE INFORMATION. Carefully review each document for this type of information and redact any such information before scanning it.

Voucher 2000105
Traveler:
From: Lubbock, TX
To: Orlando, FL
[List of Expenses](#)

Click Upload

Click Choose Files

Upload Files
You may select multiple files to upload at the same time.

Choose Files No file chosen
Upload

Choose Expense

Enter Description

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

Save and Continue >>

Click Save and Continue

You will be returned to the main Expenses page to finish the Travel voucher process.

You may also attach supporting documentation while entering each expense. Select any **Expense**.

TRAVEL 2.0

Applications
Voucher
Reports
Admin
Help Resources
eRaiders Sign Out

HSC Home > Finance & Administration > Travel 2.0 >

Expenses

Enter expenses for trip **2000105**. Click on an expense link to enter expenses of that type. When all expenses for this trip have been entered, click the "Next" button to go to the Voucher Worksheet where you will review your expenses and finalize your voucher.

Voucher 2000105
Traveler:
From: Lubbock, TX
To: Orlando, FL
[List of Expenses](#)

Select any Expense

- ✓ Commercial Air
- ✓ Hotels and Hotel Tax
- ✓ Personal Auto Mileage
- ✓ Parking
- Apartment Rental
- Food and Entertainment
- More Transportation:
 - Bus-Chartered
 - Train
 - Personal Plane Mileage
- ✓ Meals
- ✓ Rental Car
- ✓ Taxi, Shuttle, and Limousine
- Registration Fees
- ✓ Other Expenses*
- Bus-Other
- Public Transportation

Electronically Attaching Travel Documents

After entering the steps of an expense, supporting documentation may be added. Click **Choose Files** to search for the receipt(s) associated with the specific Expense then select **Upload**.

Once the document is uploaded, enter an appropriate **Description** for the file. Multiple files may be submitted if necessary. Click **Next**.

The screenshot shows the 'Airfare and Agency Fee - Documentation' page in the TRAVEL 2.0 system. The page includes a sidebar with navigation options (Applications, Voucher, Reports, Admin, Help) and a 'Sign Out' button. The main content area displays instructions for uploading files and a table of attached files. A 'Voucher 2000105' summary box is on the right. Blue callout boxes with arrows point to the 'Click Upload' button, 'Click Choose Files' button, 'Enter Description' field, and 'Click Next' button.

Click Upload

Click Choose Files

Enter Description

Click Next

Filename	Description	Size	Delete
Airfare.pdf	Airfare Receipt	1771K	Delete

After the Travel Voucher is submitted, the traveler is required to certify all of the original receipts associated with the trip were submitted to the Preparer for processing. Original receipts must be retained until the Travel Voucher has been approved by the Travel Office and then the receipts may be destroyed.

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