



Electronically Signing Travel Vouchers

Faculty and staff must electronically sign their Travel Vouchers.

Non-employees must physically sign the voucher coversheet if we are reimbursing them for any travel expenses. Voucher with a business travel expense (BTA) only does not need the non-employee's signature.

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

TEXAS TECH UNIVERSITY SYSTEM
Travel Reimbursement

TRAVEL 2.0

Applications

Voucher

Reports

Admin

Fill Out or Complete a Voucher

Sign My Voucher

Approve a Voucher

Cancel an Application/Voucher

Contact Travel Office Regarding A Voucher

Agency Vouchers

Agency	Vouchers
HSC	8
HSC at El Paso	11
TTU	217

Click Sign My Voucher

Select the **Voucher** that you want to sign. You will have the opportunity to view/print detailed information about the selected voucher before signing.

TEXAS TECH UNIVERSITY SYSTEM
Travel Reimbursement

TRAVEL 2.0

Applications

Voucher

Reports

Admin

Help

eRaiser Sign Out

HSC Home > Finance & Administration > Travel 2.0 >

Voucher Electronic Signature - Choose Trip

Alexandra Galle - The following Travel Vouchers require your electronic signature.

Select the trip which you wish to sign by clicking on the associated trip number. You will have the opportunity to view/print detailed information about the selected voucher before signing.

Start Date	Traveler	Vendor Code
2000105	Galle	R00

Click Voucher

Electronically Signing Travel Vouchers

The Voucher may be edited up until the point that you electronically sign it. If corrections are needed, do not sign the voucher. Instead have the preparer make the necessary changes and resubmit the voucher.

To review the travel information, select **View Worksheet in PDF format** link.

TRAVEL 2.0

HSC Home > Finance & Administration > Travel 2.0 >

Voucher Electronic Signature

Below is a brief summary of the data entered for this trip.

Trip 2000105

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

Electronic Documentation: I certify that I have submitted all of the original expense receipts associated with this trip to the Travel 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.

Voucher 2000105
Traveler:

From: Lubbock, TX
To: Orlando, FL

[List of Expenses](#)

Uploaded Documentation

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

By electronically signing this form I certify that the expense report is true and correct. This expense is related to official state business and furthers the agency's mission. I approve ALL corrections that MAY be made on this voucher by Travel Services due to errors/changes that were necessary to comply with State of Texas Rules and Regulations as well as Texas Tech Policies and Procedures.

If everything looks correct, click the signature button to electronically sign your voucher using eRaider.

IMPORTANT: The voucher can be edited up until the point that you electronically sign it. If corrections are needed, do not sign this voucher. Instead, have the preparer make the necessary changes and resubmit the voucher.

[Electronically Sign This Voucher](#)

[View Worksheet in PDF format](#) ← **Select View Worksheet in PDF Format**

*The total reimbursement amount may change in accordance with state or university policy restrictions. [Click here to modify certain claims](#)

(Show items pending your signature)

After you have reviewed the worksheet, you will need to certify electronic documentation that you have submitted for all of the original expense receipts associated with the trip to the Travel Office for processing by clicking the **checkbox**.

Original receipts must be retained until the Travel Voucher has been approved by the Travel Office and then the receipts may be destroyed.

Electronically Signing Travel Vouchers

TRAVEL 2.0

Applications
Voucher

HSC Home > Finance & Administration > Travel 2.0 >

Voucher Electronic Signature

of the data entered for this trip.

Click Checkbox for Electronic Documentation

Sign Out

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

Electronic Documentation: I certify that I have submitted all of the original expense receipts associated with this trip to the Travel 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.

Voucher 2000105
Traveler:

From: Lubbock, TX
To: Orlando, FL

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[Electronically Sign This Voucher](#)

Please read and certify the statement regarding electronic documentation.

[View Worksheet in PDF format](#)

If everything looks correct, click **Electronically Sign This Voucher** which certifies the expense report is true and correct. This expense is related to official state business and furthers the agency's mission. An electronic signature means you approve ALL corrections that MAY be made on this voucher by Travel Services due to errors/changes that were necessary to comply with State of Texas Rules and Regulations as well as Texas Tech Policies and Procedures.

By electronically signing this form I certify that the expense report is true and correct. This expense is related to official state business and furthers the agency's mission. I approve ALL corrections that MAY be made on this voucher by Travel Services due to errors/changes that were necessary to comply with State of Texas Rules and Regulations as well as Texas Tech Policies and Procedures.

If everything looks correct, click the signature button to electronically sign your voucher using eRaider.

IMPORTANT: The voucher can be edited up until the point that you electronically sign it. If corrections are needed, do not sign this voucher. Instead, have the preparer make the necessary changes and resubmit the voucher.

[Electronically Sign This Voucher](#)

Please read and certify the statement regarding electronic documentation.

[View Worksheet in PDF format](#)

Click Electronically Sign This Voucher

The Travel System will indicate that your Travel Voucher was successfully electronically signed.

Electronically Signing Travel Vouchers

If not submitting receipts electronically, please print the Voucher coversheet and worksheet using the links and submit all relevant documentation to the Travel Office to review.

Voucher successfully signed. If not submitting receipts electronically, please print the coversheet and worksheet using the links below and submit all relevant documentation to the Travel Services office for review.

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

**Select View Worksheet in PDF Format
or View Coversheet in PDF Format**

*The total reimbursement amount may change due to state or university policy restrictions.

[\(Show items pending your signature\)](#)

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