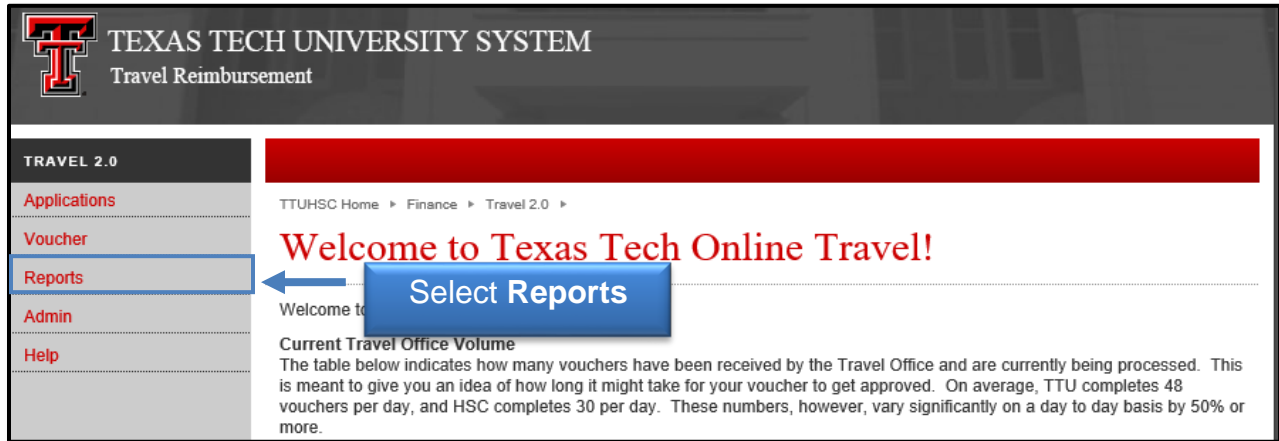




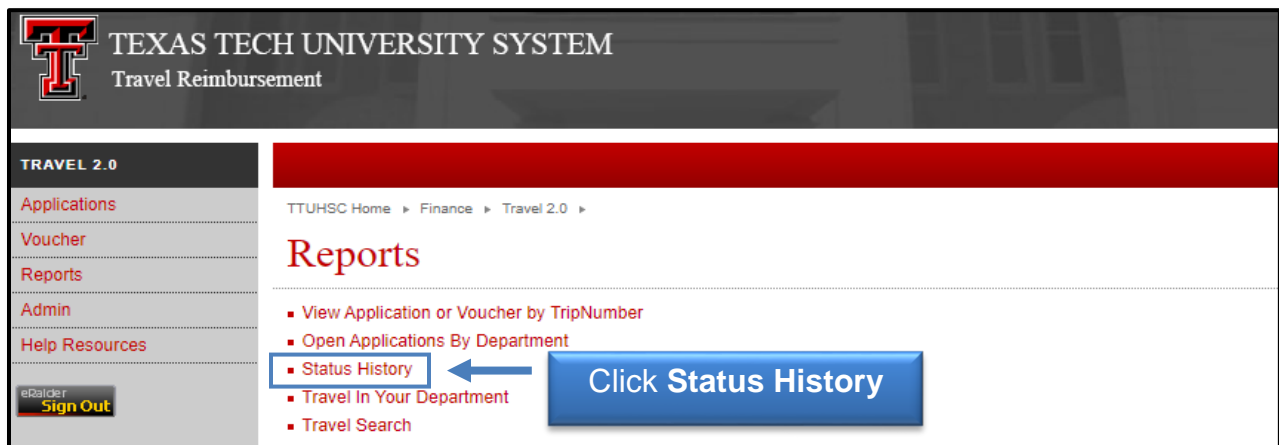
# Reviewing the Travel Status History

The Travel System allows you to review the status history for both a Travel Application and a Travel Voucher.

To begin this process, select **Reports** from the main menu on the Travel System home page.

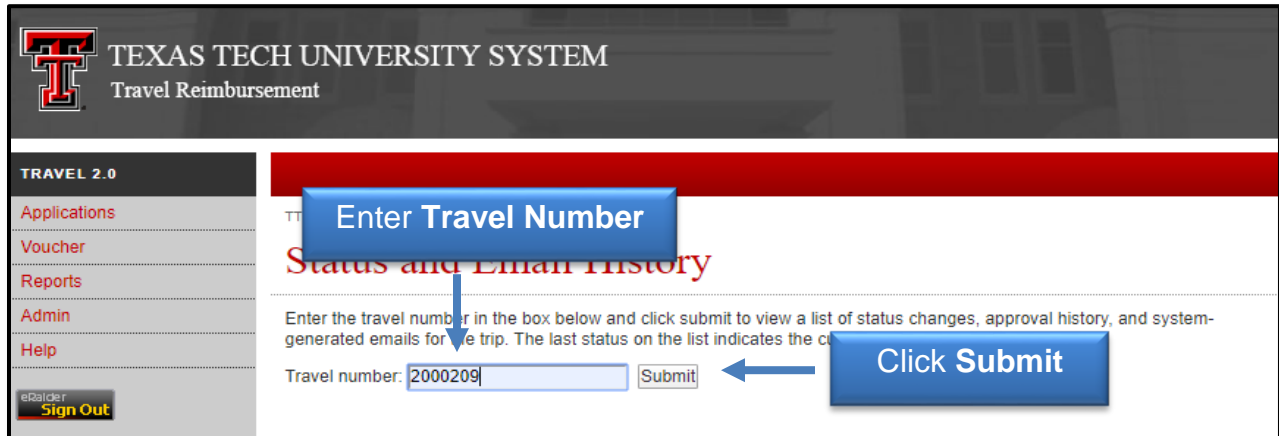


You will be given several different report options to view. Click the **Status History** link.

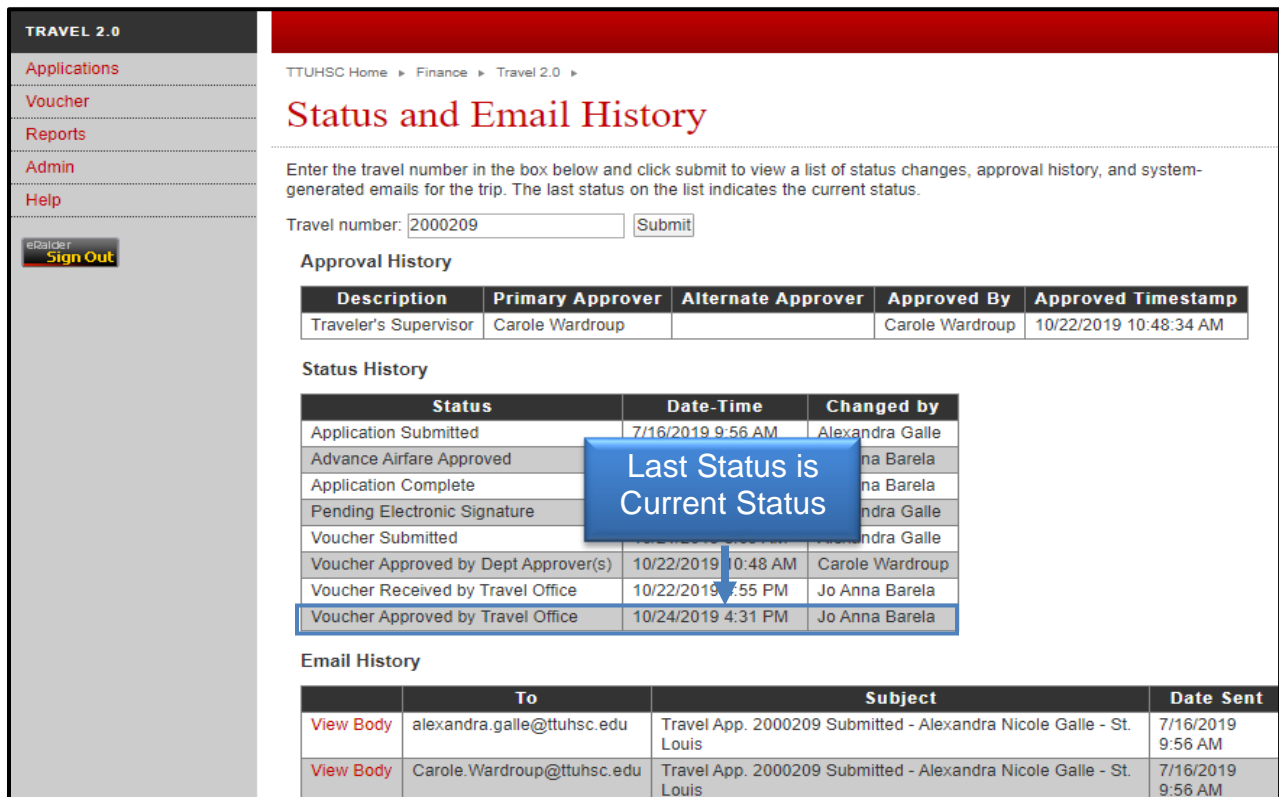


# Reviewing the Travel Status History

To view a list of the travel status changes, approval history, and system-generated emails for a trip, enter a **travel number** (application and voucher number) in the text box. Then, click **Submit**.

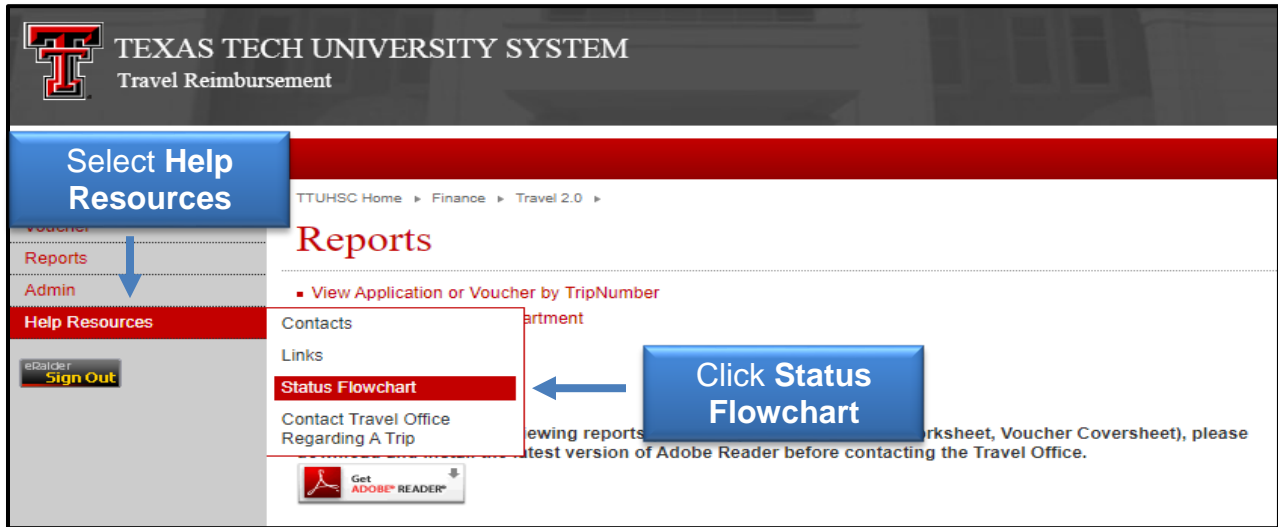


The last status on the History list indicates the current status of the travel application or voucher.



# Reviewing the Travel Status History

To review the details about the way travel applications and vouchers are submitted, received and approved, select **Help Resources** from the main menu, then click **Status Flowchart**.



If you have additional questions, please contact the Travel Office at [Travel@ttuhsc.edu](mailto:Travel@ttuhsc.edu).