



The Travel System is used to submit an application to encumber funds to travel and upon return from the trip, submit the voucher with all supporting documentation. If all supporting documentation is provided and approvals obtained, the voucher is reviewed and approved by the TTUHSC Travel Office and any reimbursement due is processed.

The Travel System can be accessed from the WebRaider portal, F & A Work Tools Tab, Purchasing/Payment Services portlet under Travel, then Travel Home or directly at [Travel2](#).

TTUHSC qualified employees may apply for a State of Texas issued Travel Card.

TTUHSC State Issued Travel Card

- Refer to [HSC OP 79.11 Use of State Travel Credit Card](#).
- Understand, sign and obtain proper approval of the TTUHSC Travel Card Use Agreement form.
- Use for official TTUHSC business travel only. Personal use is prohibited and may result in employee termination.
- Employee is responsible for payment of all charges resulting from use of the card.
- Citibank may suspend or cancel the card for non-payment. TTUHSC Travel Office may terminate the card for prohibited personal use.
- When employee terminates employment with TTUHSC, the department must reclaim the travel card, destroy and notify the TTUHSC Travel Office.

Travel Application

- Create a New Application in the Travel System by following instructions on each page.
- Key information:
 - Supervisor, purpose of travel, comments
 - Trip start and end dates, origination and destination
 - BTA Business Travel Account /Transportation Request for airfare if needed
 - Estimated expenses, travel funding FOP and amount allocation (local funds are required when traveling on any restricted funds.)
 - Advance of Airfare - Provide credit card statement showing payment (all protected information must be redacted.)

While Traveling

- Gather receipts that detail the following:
 - Itinerary, booking class and proof of payment of airfare
 - Date, location and item detail of meals

- Hotel detail of room rate, taxes and proof of payment
- Car rental detail and proof of payment

Travel Voucher

- Complete a Voucher Basic trip Information defaults from application, refer to [HSC OP 79.06](#).
- Verify dates, times, locations, purpose and add comments if needed.
- Enter details of receipts in each category follow Travel Voucher Checklist for details.
- Submit for supervisor approval.
- Travel vouchers received after 60 days from the last day of travel become taxable to the traveler. Notification is automatically sent from the Travel System to the employee. Payroll office is notified of taxable vouchers.

Status of Voucher or Reimbursement

- Status of all applications and vouchers can be determined on the [Travel System](#) by selecting Reports then Status History. Enter the application or voucher number and select submit.
- Status of all reimbursements/advances can be determined on the [Vendor Payments site](#). To validate the payment has been issued, either a check number (68XXXXXX) or direct deposit number (!XXXXXXX) is displayed.

TTUHSC Employee Responsibilities

- All TTUHSC travelers must ensure that their travel complies with applicable policies and rules and must not seek reimbursement for travel expenses that the employee should reasonably know are not reimbursable. [TTUHSC Travel Operating Policies](#) should be reviewed prior to travel.
- Travelers and approvers must ensure that all travel arrangements use the most cost-effective methods considering all relevant circumstances.

If you need more information, go to [TTUHSC Travel Home](#) or [TexTravel](#) (State of Texas Travel Rules and Polices).

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