



TTUHSC TRAVEL QUICK START

The Travel2 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 Channel 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 card for non-payment. TTUHSC Travel Office may suspend or terminate 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 Travel2 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 (travel on state funds (10XXXX and 12XXXX) is highly restricted and traveler should also provide local funding on the application)
 - 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 approved and processed sixty days after the last day of travel status become taxable to the employee and are automatically forwarded to the Payroll office and notification sent to the traveler.

STATUS OF VOUCHER OR REIMBURSEMENT

- ❖ Status of all applications and vouchers can be determined on the [Travel2](#) site 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. Follow the instructions and enter the traveler's name or R number, then select the traveler's R number. If a payment has been issued, either a check number (68XXXXXX) or direct deposit number (!XXXXXX) 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.

More information? Go to [TTUHSC Travel Home](#), [TexTravel](#) (State of Texas Travel Rules and Policies)

Questions? Contact travel@ttuhsc.edu.