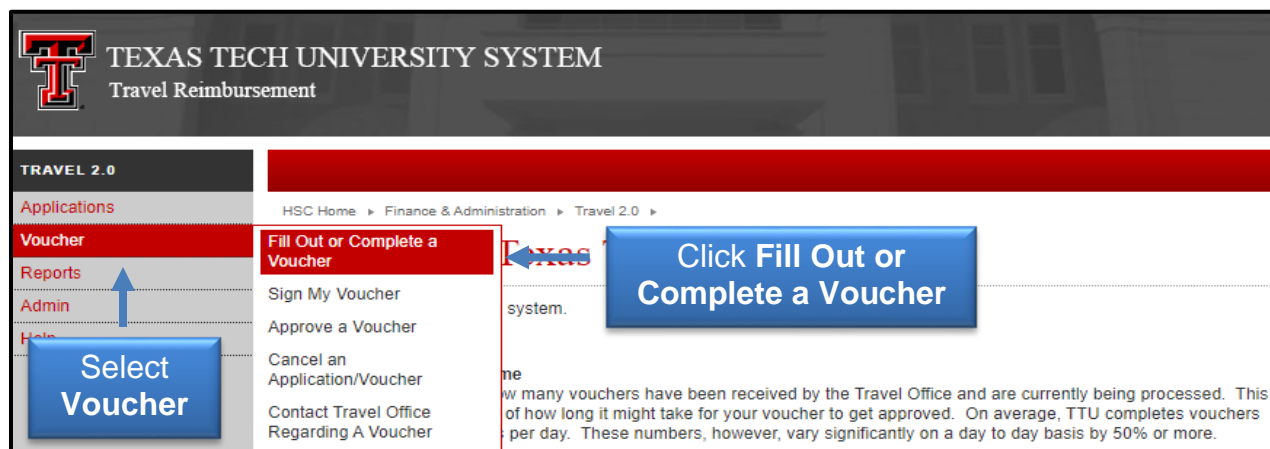




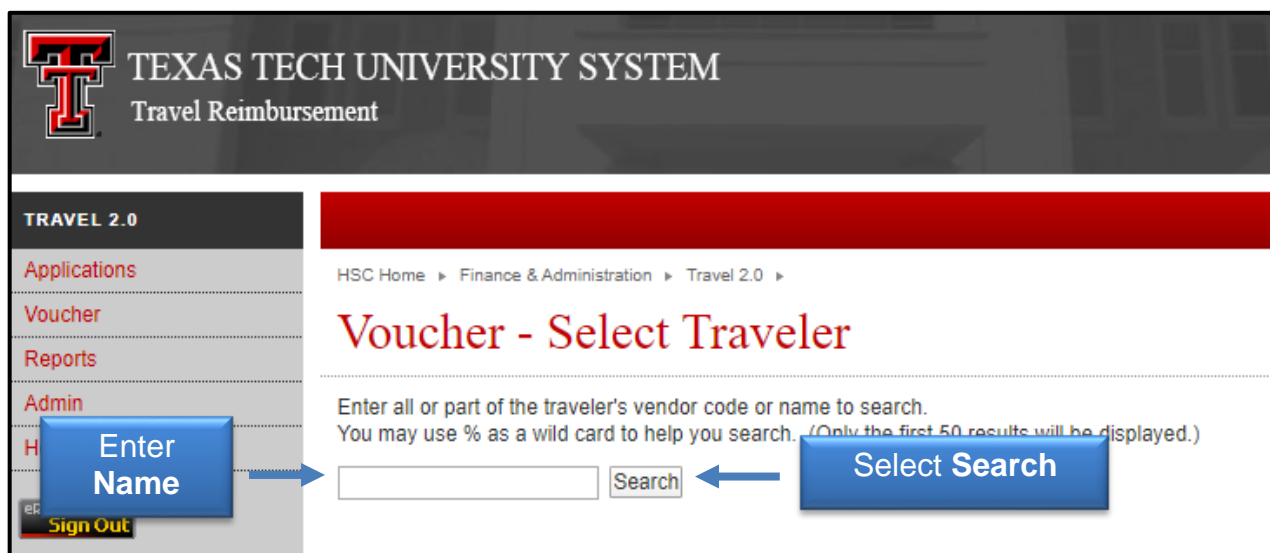
A Travel Voucher must be completed no later than 30 days after a trip. If you receive an advance, the voucher along with supporting documentation must be received in the Travel Office no later than 15 days after the completion of the trip.

To begin the Travel Voucher process, Select **Voucher** from the Travel System main menu. Then, click **Fill Out or Complete a Voucher**.



You must locate the original Travel Application to complete the Voucher. To complete the application, enter the last name of the traveler surrounded by the wild card signs % in the Search field.

After entering the search criteria, select **Search**.



Completing the Travel Voucher

Only the first 50 results will be displayed. Select the **Traveler's Vendor Number**.

Lubbock campus employees must select the Vendor Number with their Department Name and Mail Stop in the Address fields.

All other campus employees will need to select the Vendor Number with their Department Name and address in the Address fields.

TEXAS TECH UNIVERSITY SYSTEM
Travel Reimbursement

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Voucher - Select Traveler

Enter all or part of the traveler's vendor code or name to search.
You may use % as a wild card to help you search. (Only the first 50 results will be displayed.)

	Name	Address1	Address2	City	State	Zip
R00	V Galle	PO Box 337		Jal	NM	88252-0337
R00	Ga	264		Lubbock	TX	79430-6264
R00	Ga	2		Lubbock	TX	79430
R00	Galley	MS1017	Institute For The Study Of Western Civilization	Lubbock	TX	79409

A list for a Travel Applications and open vouchers for the selected Travel Vendor Number that were prepared by your department will appear. Applications prepared for this traveler by other departments will not appear in this list.

To fill out a voucher, select a **Trip ID**.

TEXAS TECH UNIVERSITY SYSTEM
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Select Trip

Open Travel Applications for Alexandra Nicole Galle.

The following is a list of applications and open vouchers for this traveler that were prepared by your department (applications prepared for this traveller by other departments will not appear in this list). To fill out a voucher, select a trip by clicking on the trip ID.

	Start Date	Destination	Dept Code	Traveler	Vendor Code	In Progress?
2000105				Galle	R00	New

Completing the Travel Voucher

The basic trip information for the travel application selected will appear on the screen. If changes have occurred or if an error was made on the application, you can edit the information.

Note: you will not be able to edit this information later without starting the voucher process over.

Check the dates of your trip. Select the **hour of departure** and **return for the dates of travel**.

Once you have verified the basic trip information is correct, click **Next**.

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Basic Trip Information

The information below was submitted for travel application number **2000105**. If changes have occurred or if an error was made on the application, you can edit the information below. Please note you will not be able to edit this information later without starting the voucher process over.

Dates of Travel
Please check the dates and select the hour of departure and return for the dates of travel.

Depart
Date: 4/5/2020
Time: AM
Vacation Days: 0

Return
Date: 4/8/2020
Time: AM

Originating Location
City: Lubbock
State: Texas
Country: USA
Other Country:

Destination
City:
State:
Country: USA
Other Country:

Purpose: Attend Conference

Travel Explanation/Comments
Attend Ellucian Live 2020 Conference in Orlando, FL

Next >> Select Next

Completing the Travel Voucher

Expenses

You will need to select the type of expenses you incurred on the trip. Select the appropriate Expense and enter the necessary information.

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Expenses

Select Expense

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: Galle
4/5/2020 - 4/8/2020
From: Lubbock, TX
To: Orlando, FL
[List of Expenses](#)

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

Expenses claimed so far: \$0.00

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](#).

Next >> - View worksheet summary report.

Other Actions:
[Add a FOP to this voucher](#)
[Change trip supervisor](#)
[Edit trip description: Attend Ellucian Live 2020 Conf...](#)
[Change original trip information \(start date, destination, etc.\)](#)
[Return to list of trips for this traveler](#)
[Messages for this voucher](#)

Commercial Air

Enter information for **each separate Airline expense item (ticket)**. Once you finish with an item, click **Add Airfare Expense**.

Do **NOT** include agency fees in the Amount field. Instead, total agency fees, if any, for all flights and enter in the **Agency Fees Box**, then click **Add/Update**.

Completing the Travel Voucher

Once the commercial air expense is complete and verified, click **Next** to continue to enter the rest of your trip expenses.

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Commercial Air Expense

Enter information for each separate Airfare expense (for this page)

Enter Airfare Expense

Amount: Airline:

Round Trip? ☐ Yes ☐ No Purchase date:

Origination Airport: Search Destination Airport: Search

BTA Amount: \$0.00 (if applicable) Contract Rate Exceptions: ☐ Contract travel agency alternative ☐ Lower total cost to state ☐ Efficient use of services ☐ Health and Safety issues

Click Add Airfare Expense

Add Airfare Expense

Requested Amt	Allowed Amt	From	To	Airline	Round Trip?	Rate Exception?*
No items added yet...						

Do NOT include agency fees in your amounts above. Instead, sum agency fees (if any) for all flights and enter the amount below:

Agency Fees: **Click Update**

Total Commercial Air Expense (including agency fees): \$0.00

Click Next

Next >> Reset

Delete Entire Commercial Air Expense (including any related Agency Fees)

Enter Agency Fees

Voucher 2000105
Traveler: Galle
4/5/2020 - 4/8/2020
From: Lubbock, TX
To: Orlando, FL
List of Expenses

You may allocate the airfare and agency fee expenses if you have more than one FOP listed. Select the **Add Another FOP** link to include another FOP to the list.

When done, click **Next**.

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Airfare and Agency Fee Expenses

each expense. When done, click next to add another FOP?

Allocate Expense to FOP

Airfare Expense Allocation:

The total you must distribute is \$388.00.

FOP	Amount
H-181	388.00
Total:	388.00

Click Next

Next >>

Select Add Another FOP

4/5/2020 - 4/8/2020
From: Lubbock, TX
To: Orlando, FL
List of Expenses

Completing the Travel Voucher

To upload the required documents for the airfare and agency fee expenses, files should be in standard format, e.g. email, Word, Excel, PDF, TIFF, JPG, etc. For images, please make sure all information is readable.

Please DO NOT upload any documents with visible CREDIT CARD NUMBERS, BANK ACCOUNT NUMBERS, or other sensitive PERSONALLY IDENTIFIABLE INFORMATION (PII).

After you have finished adding the required documents, click **Next**.

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Airfare and Agency Fee - Documentation

Below is a list of files attached to this voucher for this 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.

Please **DO 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. Use a black marker to redact any such information before scanning it.

Upload Files

Choose Files No file chosen

Upload

Choose Files and Upload

Filename	Description	Size	Delete
No files.			

Next >>

Click Next

Voucher 2000105
Traveler: Galle
4/5/2020 - 4/8/2020
From: Lubbock, TX
To: Orlando, FL
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Hotels and Hotel Tax

Select the **Hotels and Hotel Tax** link.

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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.

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

Registration Fees
Other Expenses*

Select Hotel and Hotel Tax

Voucher 2000105
Traveler: Galle
4/5/2020 - 4/8/2020
From: Lubbock, TX
To: Orlando, FL
[List of Expenses](#)

Completing the Travel Voucher

Enter the **Hotel** and **Hotel Tax Expense** for each different hotel location/rate. Do **Not** include the 6% Hotel Sales Tax if it is a Texas Hotel. Click **Add Hotel Expense**.

Once the expenses are added, they will be listed and may be edited, if needed. After verification, select **Next**.

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Hotel and Hotel Tax Expense

Enter information for each different hotel location/rate. (Show Help for this page)

For all in-state and out-of-state meals and lodging, you may only choose a city or county if that was the *actual location* of your activities. If the actual location is not listed, choose Other.

Nightly rate (before taxes): Country:

Nightly Taxes @this rate: State:

Number of Nights: City:

Start Date: Locality Rates: ☒ Allow me to exceed locality rates**

[Add Hotel Expense](#) [Click Add Hotel Expense](#)

	Requested Amt	Allowed Amt	Max State Amt*	Unused Meals	Req Tax	Allowed Tax	Max State Tax	Nights	City	Date
Edit	\$82.33	\$82.33	\$82.33	\$66.00	\$21.22	\$21.22	\$21.22	1	Orlando	4/5/2020
Edit	\$82.33	\$82.33	\$82.33	\$66.00	\$21.22	\$21.22	\$21.22	1	Orlando	4/6/2020
Edit	\$82.33	\$82.33	\$82.33	\$66.00	\$21.22	\$21.22	\$21.22	1	Orlando	4/7/2020
Totals:	\$246.99	\$246.99	\$246.99	\$198.00	\$63.66	\$63.66	\$63.66	3		

Combined Total of Allowed Hotel and Hotel Tax Expenses: **\$310.65**

* The allowed amount up to the Federal Locality Based Rate (FLBR) and including any unused meal expense (Unused Meals above) for that day. Unused Meals amount is the FLBR allowed meal amount less any claimed meal expense for that day.
 ** If you exceed locality rates, you will typically need a local account on which to apply any excess. Uncheck if you want to be strictly limited to the locality rates.

[Next >>](#) [Click Next](#)

[Sign Out](#)

You may indicate in the tables how much you want to distribute to each expense.

You may also select the **Add Another FOP** link to include another FOP for the expenses.

When done, click **Next** to go back to the expense selection page.

Completing the Travel Voucher

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Hotel and Hotel Tax Expenses

In the tables below, indicate how you wish to distribute each expense. When done, click next to go back to the expense selection page. Do you need to [add another FOP?](#)

Allocate Expenses to FOP

Based on federal locality rates, the maximum you may distribute among all restricted FOPs is \$246.99.

FOP	Amount
H-181	246.99
Total:	246.99

Hotel Tax Expense Allocation:
The total you must distribute is \$63.66.
The maximum you may distribute among all restricted FOPs is \$63.66.

FOP	Amount
H-181	63.66
Total:	63.66

* Indicates a restricted FOP

Click Next

Select Add Another FOP

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

Attach the required **Hotel and Hotel Tax documents** for this expense voucher. Select **Next**.

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Hotel and Hotel Tax - Documentation

Below is a list of files attached to this voucher for this 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.

Please **DO 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. Use a black marker to redact any such information before scanning it.

Upload Files
 No file chosen

Choose Files and Upload

Filename	Description	Size	Delete
No files.			

Click Next

Voucher 2000105
Traveler: Galle
4/5/2020 - 4/8/2020
From: Lubbock, TX
To: Orlando, FL
[List of Expenses](#)

Completing the Travel Voucher

Personal Auto Mileage

Select the **Personal Auto Mileage** link.

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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.

- Commercial Air
- Hotels and Hotel Tax
- Personal Auto Mileage**
- Parking

Select Personal Auto Mileage

Voucher 2000105
Traveler: Galle
4/5/2020 - 4/8/2020
From: Lubbock, TX
To: Orlando, FL
[List of Expenses](#)

Enter information for each separate **personal auto mileage expense**. Click **Add Expense**.

There are two methods for reporting mileage. The **Odometer Method** requires you enter the total miles from the employees personal mileage report. A form must also be attached. If you used the **Point-to-Point Method**, enter the designated miles to and from each starting place, address and city. A MapQuest report or other back-up map with mileage will be required to verify the distance.

If you need to edit an item after you have added it to the list, click **Edit** next to the item you want to modify. Make the necessary changes, then click **Update**. When you have finished entering all personal auto expenses, click **Next** to go to the FOP allocation.

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Personal Auto Mileage Expense

Enter information for each separate personal auto mileage expense. Click "Add Expense" button to add an item to the list, click the "Update" button to make your changes, then click the "Next" button to go to the FOP allocation. When you have finished entering all personal auto expenses, click "Next" to go to the FOP allocation.

Enter Personal Auto Mileage Expense

Miles: Departure Date:

From: To:

[Add Expense](#) **Click Add Expense**

	From	To	Date	Miles	Rate per Mile	Amount
Edit	200 E. 2nd Street Lubbock, TX	LBB Airport	4/5/2020	32	\$0.575	\$18.40
					Total:	\$18.40

[Next >>](#) **Click Next**

Voucher 2000105
Traveler: Galle
4/5/2020 - 4/8/2020
From: Lubbock, TX
To: Orlando, FL
[List of Expenses](#)

Completing the Travel Voucher

You may indicate which FOP to distribute the personal auto mileage expense, then click **Next**.

You may also select **Add Another FOP** if the FOP you need is not listed.

When complete, click **Next**.

The screenshot shows the 'Personal Auto Mileage Expense' form. A blue box labeled 'Allocate Expenses to FOP' points to the table below. Another blue box labeled 'Select Add Another FOP' points to the 'add another FOP?' link. A third blue box labeled 'Click Next' points to the 'Next >>' button.

FOP	Amount
H-181	18.40
Total:	18.40

Attach the required **Personal Auto Mileage files** for this expense voucher.

Select **Next** to finish entering your expenses for your trip.

Meals

Select **Meals** from the type of expenses.

The screenshot shows the 'Expenses' form. A blue box labeled 'Select Meals' points to the 'Meals' link in the list of expense types.

- ✓ 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*

Enter your **meal expense information**. Keep tips with meals. If alcohol was purchased with meals, you must deduct alcohol and tip associated with the alcohol. Click **Add Meals Expense**. You will need to enter meal information for each day.

Completing the Travel Voucher

Once you have entered the meal information for your trip, click **Next**.

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Meals Expense

Enter information for this expense. (Show Help for this page)

For all in-state and out-of-state meals and lodging, you may only choose a city or county if that was the actual location of your activities. If the actual location is not listed, choose Other.

Date: 04/07/2020 Country: USA
Breakfast: State: Florida
Lunch: 50.00 City: Orlando -OR- Orange County
Dinner: 50.00 ☒ Allow me to exceed locality rates**

Voucher 2000105
Traveler: Galle
4/5/2020 - 4/8/2020
From: Lubbock, TX
To: Orlando, FL
[List of Expenses](#)

Add Meals Expense

	Meal Date	Breakfast	Lunch	Dinner	Allowed Amt	State Max Amt
Edit	4/6/2020	\$0.00	\$50.00	\$50.00	\$100.00	\$66.00
Totals:		\$0.00	\$50.00	\$50.00	\$100.00	\$66.00

** If you exceed locality rates, you will typically need a local account on which to apply any excess. Uncheck if you want to be strictly limited to the local account.

Next >> Click Next

[Delete Entire Meals Expense](#)

Indicate how you want to distribute the meal expenses in the table. Allocate tips to a local FOP. When done, click **Next**.

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Meals Expense

In the table, indicate how you want to distribute this expense. When done, click next to go back to the main page. If you want to add another FOP, click [add another FOP](#).

The total amount of this expense is \$132.00. Based on this total, you may distribute among all restricted FOPs.

FOP	Amount
H-181	200.00
Total:	200.00

* Indicates a restricted FOP

Next >> Click Next

Upload the required **Meals Expense** files for the voucher next. You may also submit the documents from the Expense main page.

Completing the Travel Voucher

Rental Car Expenses

Select **Rental Car** from the type of expenses.

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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.

- 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*

Select Rental Car

Voucher 2000105
Traveler: Galle
4/5/2020 - 4/8/2020
From: Lubbock, TX
To: Orlando, FL
[List of Expenses](#)

Enter information for each separate rental car expense. Click **Add Expense** to add the item to the list. If renting a vehicle larger than a Standard Type, you must state a purpose or reason with your back-up documentation.

When you have finished entering all rental car expenses, click **Next**.

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Rental Car Expense

Enter information for each separate rental car expense. Click "Add Expense" button to add the item to the list. If you have added it to the list, click the "Edit" link next to the item. If you wish to delete the item, click the "Delete" link next to the item. When you have finished entering all rental car expenses, click "Next" to go to the FOP allocation.

Company: Type:
Number of Days: Amount: \$

Enter Meal Expense Information

Add Expense

Click Add Expense

Company	Car Type	Days	Amount
No items added yet...			

Click Next

Next >>

[Delete All Rental Car Expenses](#)

Voucher 2000105
Traveler: Galle
4/5/2020 - 4/8/2020
From: Lubbock, TX
To: Orlando, FL
[List of Expenses](#)

You'll be able to distribute the rental car expense to a select FOP(s). Electronically attach the required Rental Car expense files to the voucher. You may also submit rental car expense documentation from the Expense main page.

Completing the Travel Voucher

Taxi, Shuttle, and Limousine

Select **Taxi, Shuttle, and Limousine** from the type of expenses.

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HSC Home > Finance & Administration > Travel 2.0 >

Expenses

Enter expenses for trip **2000105**. Click "Add Expense" to add an expense. When all expenses for this trip have been entered, click "Next" to allocate the expense on the FOP allocation page.

Select Taxi, Shuttle and Limousine

- 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*

Voucher 2000105
Traveler: Galle
4/5/2020 - 4/8/2020
From: Lubbock, TX
To: Orlando, FL
[List of Expenses](#)

Enter a **Description** and **Amount** for each separate taxi, shuttle or limo expense. Click **Add Expense** to add the item to your list.

If you need to edit an item after you added it to the list, click **Edit** next to the item you want to modify. After you make your changes, click **Update**.

When you have finished entering all taxi, shuttle, and limo expenses, click **Next**.

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Taxi, Shuttle, and Limousine Expense

Enter information for each separate taxi, shuttle, and limo expense. Click "Add Expense" to add an expense to the list. If you need to edit an expense, click "Edit". If you need to delete an expense, click "Delete".

When you have finished entering all taxi, shuttle, and limo expenses, click "Next" to allocate the expense on the FOP allocation page.

Enter Description and Amount

Description: Amount: \$

Click Add Expense

Add Expense

	Description	Amount
Edit	Uber from Orlando Airport to Hotel	\$28.40
Edit	Uber from Hotel to Orlando Hotel	\$28.40
Total:		\$56.80

Click Next

Next >>

Delete All Taxi, Shuttle, & Limo Expenses

Voucher 2000105
Traveler: Galle
4/5/2020 - 4/8/2020
From: Lubbock, TX
To: Orlando, FL
[List of Expenses](#)

Indicate in the table the way you want to distribute the taxi, shuttle and limousine expense if you have more than one FOP. Allocate tips to a local FOP.

Completing the Travel Voucher

You may also select the **Add Another FOP** link to include another FOP for the expenses.

When done, click **Next**.

The screenshot shows the 'Taxi, Shuttle, and Limousine Expense' form. A sidebar on the left contains links for Applications, Voucher, Reports, Admin, and Help Resources, along with a 'Sign Out' button. The main content area has a breadcrumb trail: HSC Home > Finance & Administration > Travel 2.0 >. The title 'Taxi, Shuttle, and Limousine Expense' is in red. Below it, a blue box with an arrow points to the 'Allocate Expense to FOP' section. This section contains a table with two columns: 'FOP' and 'Amount'. The table has one row for 'H-181' with an amount of '56.80', and a 'Total' row also showing '56.80'. To the right of the table, a blue box with an arrow points to the 'add another FOP?' link. Further right, another blue box with an arrow points to the 'Select Add Another FOP' button. At the bottom left, a blue box with an arrow points to the 'Next >>' button. On the right side, there is a box with trip details: '4/5/2020 - 4/8/2020', 'From: Lubbock, TX', 'To: Orlando, FL', and a 'List of Expenses' link.

FOP	Amount
H-181	56.80
Total:	56.80

Upload the required **Taxi, Shuttle, and Limousine expense files** for the voucher next. You may also submit the documents from the Expense main page.

Other Expenses

Select **Other Expenses** from the type of expenses.

The screenshot shows the 'Expenses' form. The sidebar is the same as in the previous screenshot. The main content area has a breadcrumb trail: HSC Home > Finance & Administration > Travel 2.0 >. The title 'Expenses' is in red. Below it, there is a paragraph of instructions: '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.' To the right of this text is a box with voucher details: 'Voucher 2000105', 'Traveler: Galle', '4/5/2020 - 4/8/2020', 'From: Lubbock, TX', 'To: Orlando, FL'. Below the instructions, there is a list of expense categories, each with a green checkmark: 'Commercial Air', 'Hotels and Hotel Tax', 'Personal Auto Mileage', 'Parking', 'Meals', 'Rental Car', 'Taxi, Shuttle, and Limousine', 'Registration Fees', 'Apartment Rental', and 'Food and Entertainment'. A blue box with an arrow points to the 'Other Expenses*' link. To the right of this list, another blue box with an arrow points to the 'Select Other Expenses' button.

Enter a **Description** and **Amount** for each separate other incidental expense for your trip (e.g. baggage fee), then click **Add Expense**.

When you have finished entering all other expenses, click **Next**.

Completing the Travel Voucher

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Other Incidental Expense

Enter information for this expense. If you need to add more expenses, click "Add Expense". If you wish to delete an expense, click "Edit" next to the item you wish to delete and click "Delete". When you have finished entering all expenses, click "Next" to allocate the expense on the FOP allocation page.

Enter Description and Amount

Description: Amount: \$

Click Add Expense

Add Expense

Description	Amount
No items added yet...	

Click Next

Next >>

Delete All Other Expenses

Voucher 2000105

Traveler: Galle

4/5/2020 - 4/8/2020

From: Lubbock, TX
To: Orlando, FL

[List of Expenses](#)

Distribute the other expenses to the appropriate FOP(s), then upload the required other expense files.

Upload Documents

If you have not submitted any of the required documents for the expenses while going through the process, select **Upload Documentation** from the Expenses main page. Any documentation that has been submitted for an expense will be indicated with a document icon.

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Expenses

Enter expenses for trip 2000105. Click on an expense link to enter expenses of that type. Click the "Next" button to go to the FOP allocation page to allocate your voucher.

Documentation Icon indicates files attached

- 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: \$1073.85

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, tolls, etc.

Select Upload Documentation

Upload Documentation

(Optional) If you would like to submit your documentation, click the "Upload Documentation" button.

Voucher 2000105

Traveler: Galle

4/5/2020 - 4/8/2020

From: Lubbock, TX
To: Orlando, FL

[List of Expenses](#)

Completing the Travel Voucher

You will see the list of attached files for the voucher. Upload any remaining documents for the trip by clicking **Choose Files**. You may select multiple files to upload at the same time, then click **Upload**.

All the files must be categorized as an expense type using the drop-down menu and you'll need to type in a description. Once you finish, click **Save and Continue**.

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 receipt. In this case, categorizing the receipt as Lodging would be appropriate.

Documents with visible CREDIT CARD NUMBERS, BANK ACCOUNT NUMBERS, or other sensitive PERSONALLY IDENTIFIABLE INFORMATION. Carefully review each document for this type of information. Use a black marker to redact any such information before scanning it.

Choose Files and Upload

Select Type of Expense

Enter Description

Click Save and Continue

Filename	Expense	Description	Size	Delete
Airport Parking.pdf	Parking	Airport Parking Receipt	235K	Delete
Uber.pdf	Taxi, Shuttle, and Limo	Uber Parking	713K	Delete

Save and Continue >>

When all expenses for the trip have been entered, click **Next** to go to the Voucher Worksheet where you will review your expenses and finalize your voucher.

Expenses claimed so far: \$1073.85

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.

Click Next

Upload Documentation

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

Next >> - View worksheet summary report.

The Voucher Summary provides a brief review of the data entered. Select **View Worksheet in PDF format** to save and/or print the PDF of your voucher summary.

If you have completed all your data entry, click **Submit Voucher** to begin the approval process.

Completing the Travel Voucher

If you need to make changes to your voucher, use the Back button.

The screenshot shows the 'Voucher Summary' page in the TRAVEL 2.0 system. The left sidebar contains navigation links: Applications, Voucher, Reports, Admin, Help Resources, and an eRaider Sign Out button. The main content area displays a summary of the voucher data. A blue callout box with an arrow points to the 'Submit Voucher' button. Another blue callout box with an arrow points to the 'View Worksheet in PDF format' link. A third blue callout box with an arrow points to the 'View Worksheet in PDF format' link. The voucher details include: Voucher 2000105, Traveler: Galle, Dates: 4/5/2020 - 4/8/2020, From: Lubbock, TX, To: Orlando, FL, and a link to 'List of Expenses'. The summary table shows: Total Expenses: \$1,073.85 and Total Reimbursement Amount*: \$1,073.85. Navigation buttons include '<< Back', 'Submit Voucher', and 'View Worksheet in PDF format'.

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Voucher Summary

Below is a brief summary of the data you have entered. If you have completed all your data entry, click Submit to begin the approval process. Also, once you have submitted the voucher, you will be given a link on the next page to view and print the main voucher report that must eventually be sent to the Travel Office along with the worksheet and all supporting documentation. If you are not done entering your expenses, click the "<< Back" button to go back to the main expense listing.

Click Submit Voucher

Select View Worksheet in PDF Format

View Worksheet in PDF format

Voucher 2000105
Traveler: Galle
4/5/2020 - 4/8/2020
From: Lubbock, TX
To: Orlando, FL
[List of Expenses](#)

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

<< Back Submit Voucher View Worksheet in PDF format

The travel voucher has successfully been submitted to the Travel Office.

You must now electronically or physically sign the voucher. If required documentation was not submitted electronically, files will need to be turned into the Travel Office

The screenshot shows the 'Voucher Summary' page after successful submission. The layout is similar to the previous screenshot, but the 'Submit Voucher' button is no longer present. A green message states: 'Voucher successfully submitted. If the traveler has an eRaider, they will receive an email notifying them that they need to electronically approve this voucher. If that is the case, you will receive an email when the voucher is electronically signed. At that time you may print the coversheet for this voucher and attach it to your supporting documentation. If the traveler does NOT have an eRaider, you may print both the coversheet and the worksheet now using the links provided below. Travelers without an eRaider must physically sign the coversheet.' Below this message is a link to 'View Worksheet in PDF format'. The voucher details and summary table remain the same.

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Voucher Summary

Below is a brief summary of the data you have entered. If you have completed all your data entry, click Submit to begin the approval process. Also, once you have submitted the voucher, you will be given a link on the next page to view and print the main voucher report that must eventually be sent to the Travel Office along with the worksheet and all supporting documentation. If you are not done entering your expenses, click the "<< Back" button to go back to the main expense listing.

Voucher successfully submitted. If the traveler has an eRaider, they will receive an email notifying them that they need to electronically approve this voucher. If that is the case, you will receive an email when the voucher is electronically signed. At that time you may print the coversheet for this voucher and attach it to your supporting documentation. If the traveler does NOT have an eRaider, you may print both the coversheet and the worksheet now using the links provided below. Travelers without an eRaider must physically sign the coversheet.

Trip 2000105

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

[View Worksheet in PDF format](#)

Voucher 2000105
Traveler: Galle
4/5/2020 - 4/8/2020
From: Lubbock, TX
To: Orlando, FL
[List of Expenses](#)

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